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Firelands Campus Bulletin 1977-1978

Bowling Green State University

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BOWLING GREEN
STATE UNIVERSITY

FIRELANDS CAMPUS
BULLETIN 1977-78

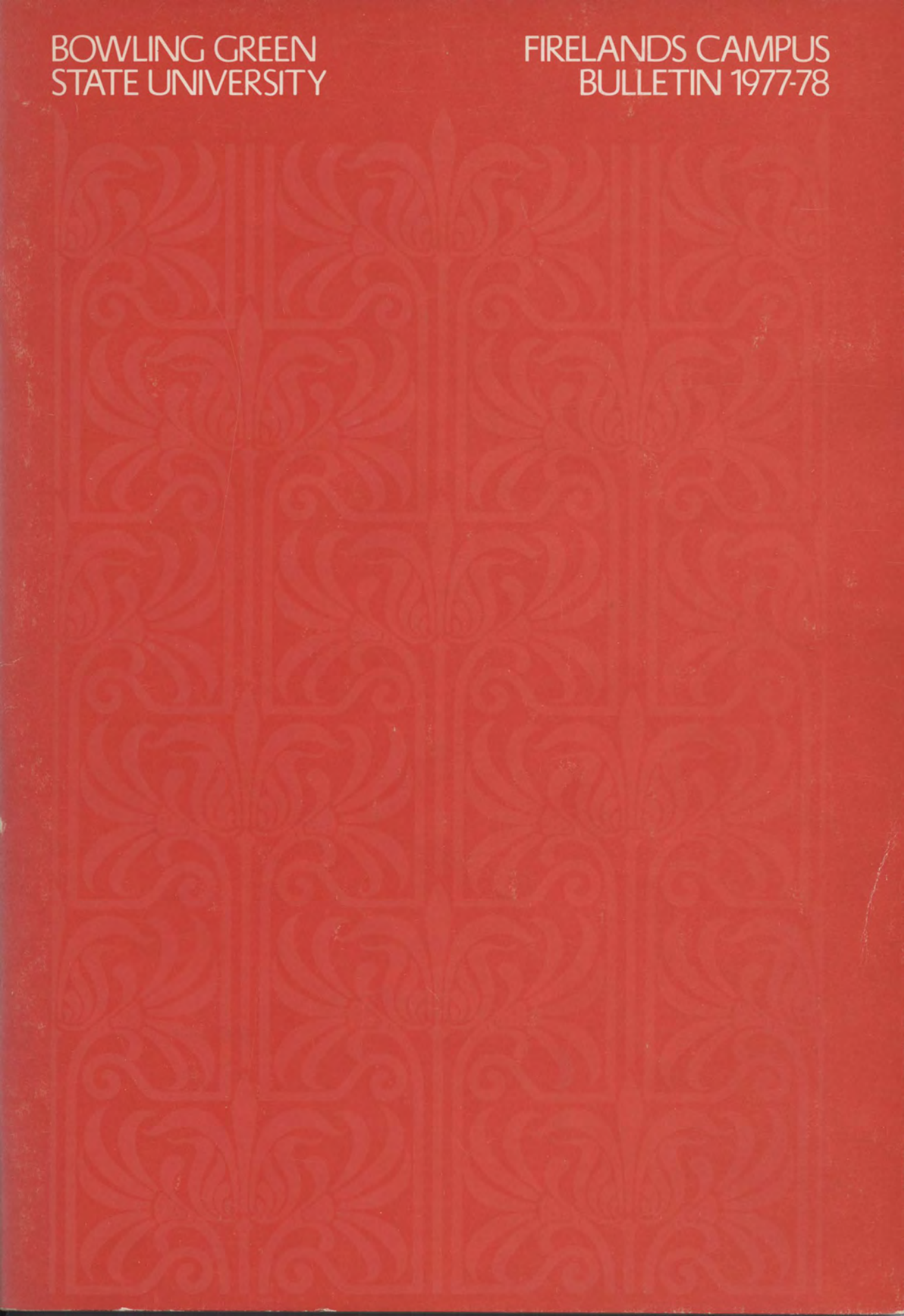
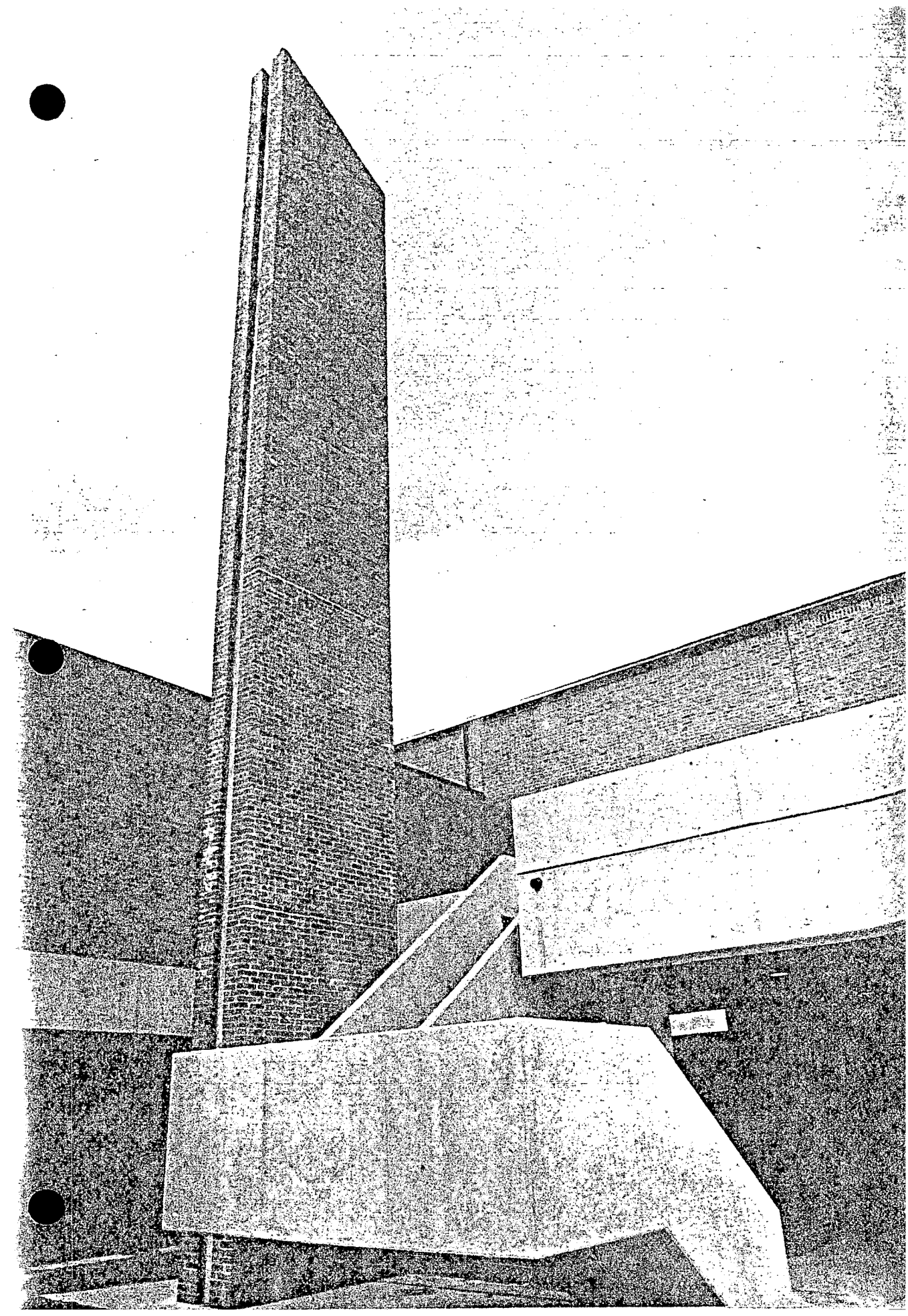


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FIRELANDS CAMPUS OF BOWLING GREEN STATE UNIVERSITY

THE CAMPUS

Firelands Campus is a state assisted regional branch campus and college of Bowling Green State University. The campus is located at the Rye Beach Road intersection of Ohio State Route 2 and U.S. Route 6 in Huron, Ohio.

THE MISSION OF FIRELANDS CAMPUS

Firelands Campus strives to increase students' understanding of the world in which they live so that they may participate rationally in society's decisions. The campus is primarily student-oriented and endeavors to provide the academic atmosphere, the human association, and the discipline vital to a student's total development.

Firelands Campus interprets its mission through activities related to its students, to the community it serves, and to the faculty and staff. It recognizes, through its activities, the necessity for open interaction among students, faculty, and the community.

A major emphasis at Firelands Campus has been and continues to be the offering of university caliber instruction by a qualified resident university faculty. Firelands is in a unique position to combine this university caliber instruction with an academic climate and size conducive to close contact and interaction among students, faculty, and the community. This interaction is manifest in a variety of pre-baccalaureate and two-year associate degree programs, extension, and lifelong learning offerings.

ACCREDITATION

Firelands Campus of Bowling Green State University is fully accredited by the North Central Association of Colleges and Secondary Schools. Accreditation is also accorded to Firelands Campus as a college of Bowling Green State University by appropriate regional and national agencies. The University is fully accredited through the doctoral level by The North Central Association of Schools and Colleges. Several colleges and departments of the University are accredited in their respective fields. These specific accreditations are: American Assembly of Collegiate Schools of Business (AACSB), College of Business; National Council for Accreditation of Teacher Education (NCATE), Teacher Education; State Department

of Education, Teacher Education; National Association of Schools of Music (NASM), College of Musical Arts; American Chemical Society, Chemistry; American Psychological Association, Psychology; and the National League for Nursing, Nursing.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY STATEMENT AND AFFIRMATIVE ACTION PROGRAM

Bowling Green State University affirms, through this statement, its commitment to provide equal educational and employment opportunity regardless of religion, color, national origin, sex, age, or handicap; and it will not knowingly cooperate with, support, or employ the services of other organizations that discriminate against persons on such grounds. This policy statement requires the trustees, the academic and administrative officers, and the faculty of the University to provide equal educational and employment opportunities to all qualified persons and to take affirmative action in instances where such opportunities may be restricted. Bowling Green State University pledges to continue its responsiveness to the current requirements of our society and to endeavor to lead in the definition and understanding of future societal needs.

HISTORY OF THE FIRELANDS CAMPUS

The Firelands Campus traces its beginning to Bowling Green State University classes which were first taught in Sandusky in the fall of 1946 in cooperation with the Sandusky Board of Education primarily to help educate returning U.S. service veterans. Karl Whinnery, then Superintendent of Sandusky Schools, was instrumental in organizing the program. The first classes met at Sandusky High School during the evening.

Classes were discontinued in 1948 but were resumed in 1953 when Mr. Whinnery, who had retired as superintendent, became the first director of the Sandusky Academic Center. He asked for University aid in organizing a two-year cadet teacher program. During its first year it had an enrollment of 30. Two years later, several courses of the Colleges of Arts and Sciences

and Business Administration were added to the center's curriculum.

Mr. Whinnery was succeeded by Raymond Brickley in 1957 and by Ervin Carpenter in 1965. Dr. James H. McBride, the first full-time director, was appointed in July 1966. His title was changed to dean in 1971. Dr. M. Douglas Reed succeeded Dr. McBride as dean in 1974. Dr. Algalee P. Adams was named dean in August 1977.

The first move toward a permanent campus was taken in 1963 when the Exchange Club of Sandusky, the Sandusky Area Chamber of Commerce, and Bowling Green State University officials began discussing the future of higher education in the area.

Additional meetings were held in 1964 when the plan for a full-time campus, rather than a community college, was adopted. The Committee on Educational Development (COED), incorporated in March 1965, guided the project.

On November 24, 1965, the Bowling Green State University Board of Trustees granted approval for a full-time day/night branch campus to serve Erie, Huron, and Ottawa Counties. The Ohio Board of Regents set March 1, 1966, as the deadline for citizens in the area to raise \$600,000 before the state would release \$1.8 million for the project. Citizens of the tri-county area pledged or contributed more than \$1.1 million, nearly double the quota.

The name "Firelands" was chosen at a COED meeting on October 18, 1966, and approved by Bowling Green State University Trustees on January 6, 1967. The name recalls the early history of the region when it consisted of land allocated to Connecticut families as compensation for damages suffered from the burning of homes and property at the hands of the British in the Revolutionary War.

A Site Selection Committee recommended the land to be purchased for the campus, and approval was given by COED which acquired the land and deeded it to the State of Ohio.

Phase I: Initial Construction

On June 22, 1967, bids for construction of two buildings for the Firelands Campus were opened in the office of the state architect in Columbus. Ground was broken on July 10, 1967, when Governor James A. Rhodes and Representative Ethel G. Swanbeck turned the first spadefuls of earth.

Construction required approximately 14 months. In the meantime, classes, with an expanded curriculum, continued to meet in the facilities of Sandusky High School.

The first two air-conditioned buildings of brick and concrete design contain 93,000 square feet of floor space. The three-story West Building has 28 classrooms and laboratories, a faculty lounge, 30 faculty offices, three conference rooms, an instructional media center, a language

laboratory for disc and tape recordings, the 90-seat auditorium-like Firelands Room, student lockers, and commuters' lounge.

The East Building is two-stories high, with the entire second floor utilized by the library. The first floor houses administrative offices, bookstore, receiving department, mail room, and mechanical equipment. The campus grounds have been landscaped with numerous deciduous trees, shrubs, and evergreens outlining the driveways, parking areas, campus lake, and court.

At the base of the flagstaff on the court circle is a plaque memorializing the Firelands area with a bronze seal marking the site of the campus.

Phase II: Building Program

In 1969, the Ohio Board of Regents designated Firelands Campus to offer technical education programs in the tri-county area. The 108th General Assembly of the State of Ohio in 1970 appropriated \$2.5 million for the construction and equipment of the Phase II building. The new facilities opened in September 1972, thus increasing the student capacity of Firelands Campus and the variety of courses offered. Two-year career education programs have been developed which utilize special facilities in this new building.

An Energy, Power, Instrumentation, and Control (EPIC) laboratory comprises the main portion of the building with facilities for the new engineering technologies. The Instruction, Demonstration, Exhibition, and Activities (IDEA) area is a multi-purpose facility which also serves as a gymnasium with adjacent shower and dressing rooms. A 300-seat theatre, vendeteria, student recreation area, computer center, and faculty offices were also included in Phase II.

CHANGES TO INFORMATION

The University offers degree programs that have integrity and stability. Accordingly, students can expect programs to be implemented basically as described. However, because higher education is a dynamic enterprise, the University has the authority to make changes in policies, degree programs, and curricula from those described in this bulletin. Such alterations supersede the specifications appearing in the *Firelands Campus Bulletin* and other official publications of the University. Consequently, students already studying in undergraduate degree programs may be required to comply with terms of the revisions. Academic departments, likewise, have the authority to prescribe degree requirements in addition to the minimum specified by the respective undergraduate college councils.

The University reserves the right to discontinue any course listed in any official publication of the University. These publications represent thinking at the time of their preparation. The University changes curricula as deemed necessary; consequently, certain

courses described may not be taught or may be discontinued, and other courses may be added that are not currently listed in the *Firelands Campus Bulletin and Course Descriptions*.

Prospective students should consult with their departmental advisers concerning the degree programs of interest and their precise requirements. New students should familiarize themselves with the regulations of their respective college.

STUDENTS

Firelands Campus opened in September 1968, with 500 students. The enrollment has been marked by steady growth since that time. Students are primarily from the tri-county area of Ohio, including Erie, Huron, and Ottawa counties. An increasing number of students are enrolling from other parts of Ohio, and each term some students come from out-of-state.

Enrollment for the fall term of 1976 exceeded 1,000 with more than half being full-time students. An enrollment ceiling has not been established for the campus, although facilities can accommodate 2,000.

Activities and programs have developed at the campus primarily through student initiative. Every attempt has been made to encourage students to assist in the development of co-curricular programs of relevance to their interests and attitudes.

FACULTY

As of Fall Quarter 1976, full-time faculty numbered 35: 21 with doctoral degrees, 1 with a Master of Fine Arts, 10 with master's or post master's, 2 with master's plus Professional Engineering Licenses, and 1 with a Bachelor of Science plus Registered Record Administrator.

LIBRARY

The Firelands Campus Library functions as an integral part of the educational process. The collection of more than 27,000 books, 285 periodical subscriptions, and a wide variety of audio-visual materials enhances the instructional program and provides additional resources for use by members of the community. The collection of the University Libraries in Bowling Green is also made available to Firelands Campus students through a regular shuttle service.

The Library Handbook, issued annually, contains specific information on the services of the library and audio-visual center as well as a general introduction to the use of library research tools. Instruction in library usage is offered throughout the academic year and is expanded in detail in the handbook.

COUNSELING SERVICES

Firelands Campus encourages the positive development of students, and their growth in self-knowledge. Counseling services provide

assistance in self-understanding, career planning, helping students to cope with personal concerns related to emotional conflict, interpersonal relationships, human sexuality, drug use, adjustment, and effective study habits. These services are available to registered students and other members of the Firelands Campus community without charge. The Counseling Office also provides appropriate psychological, aptitude, and career interest diagnostic testing services. The Counseling Office is staffed by a licensed professional psychologist and all interactions are privileged communication and confidential.

CAREER PLANNING AND PLACEMENT SERVICES

Firelands Campus maintains a consolidated Career Planning and Placement Service. This office provides career information and assists students in developing resumes, letters of recommendation, and techniques for job interviewing leading to employment. In the Occupational Information Center, information on particular careers, reference materials, and area employment possibilities are available to students. The Firelands Placement Service assists students in gaining part-time and summer employment, as well as full-time employment for associate degree graduates. Students seeking baccalaureate degrees use the Bowling Green Campus Placement Office in seeking employment.

TUTORING SERVICES

Recognizing that students may, occasionally, experience academic difficulties in a particular area of study, Firelands Campus provides a student tutoring program at no charge. Student tutors are approved by faculty members in the area of the tutor's academic competency. Students are eligible to receive tutoring services following a conference with their individual instructor. This service is coordinated through the Counseling Office of Firelands Campus.

PROGRAM ADVISEMENT

An important part of developing a successful academic experience is the process of adequate program planning.

Each student who enrolls in college-level work has certain needs, expectations, skills, and goals. Realizing how these factors interrelate with the demands of college-level work is vital to the ultimate success of the student.

Academic advising at Firelands Campus provides the opportunity for students to gather information about various fields of study available at Bowling Green State University. Underclassmen who are enrolled in pre-baccalaureate or two-year degree programs are assigned to advisers at Firelands Campus. Upperclassmen pursuing baccalaureate degrees are advised through the main campus

colleges from which they will receive their degrees.

Students who enroll at Firelands Campus without specifically defined goals for a two-year or four-year degree have the opportunity to discuss their interests and objectives with the Program Advisement Office at Firelands Campus. Students who are undecided about what directions to take for academic planning and students who are returning to school after an absence from the academic environment may wish to take advantage of advising opportunities.

Informational resources on academic programs, career and interest testing, library reference materials, and skill development are available throughout the Firelands Campus community. Representatives from the main campus of Bowling Green State University are available at specific times throughout the academic year to provide information on four-year baccalaureate degree programs.

DEVELOPMENTAL EDUCATION OPPORTUNITIES

Occasionally students have the need to enrich their academic skills because of inadequate preparation or lengthy absence from the academic environment. Courses or seminars are available in composition, library skills, mathematics, reading, and study skills. In the fall, all new students have the opportunity to enroll in a seminar introducing them to various aspects of the college environment. Program advisers can assist students with the advisability of enrolling in any of the developmental courses or seminars.

RESIDENCE COMPLEX

A new residence complex is available for Firelands Campus students beginning in fall quarter, 1977. The complex is being made available through an agreement with Cedar Point, Inc. The Causeway Apartments, owned by Cedar Point, provide Firelands Campus students with a new housing option, in addition to the traditional commuting aspect of the campus.

The complex features spacious two- and three-bedroom apartments with kitchen facilities as well as a recreation/study lounge area. The accommodations agreement was developed in response to student request and interest in light of increased commuting costs as well as the difficulty of commuting during the winter months.

Causeway Apartments are located at 617 Causeway Drive near the entrance gates to Cedar Point. Housing contracts are available on a quarterly basis and do not require the signing of an annual contract. To be eligible, students must be enrolled for at least six credit hours during the quarter.

They have recently been remodeled and have new furnishings throughout including beds, dressers, night stand, sofa, armchair, kitchen table and chairs, range, and refrigerator. Students must provide their own cooking utensils.

Each apartment has telephone service, which is included in the rental rate, as are utilities. The complex has a smoke detection system and regular security patrols. Linen service is also provided and included in the rental rate. A coin-operated laundry is available as are vacuum cleaners for apartment cleaning.

A graduate intern will be the live-in resident director available to assist students with academic and personal or social concerns. The resident director will also provide referral services to campus offices including counseling, placement, and academic program advisement.

Rental rates for the two- and three-bedroom apartments are based on number of persons per bedroom. For one person per bedroom, the rent is \$165 per person for an eleven-week quarter. For two or more persons per bedroom the rent is \$140 per person for an eleven-week quarter. Single accommodations are available upon request.

Spring and/or summer jobs at Cedar Point are available to students residing in the complex. Such employment is in no way guaranteed, however.

For further information, contact the Office of Admissions, Firelands Campus.

ADMISSIONS

Firelands Campus offers a personalized approach to persons interested in pursuing admission and/or course work.

Admissions Office representatives are eager to work with individual students or groups concerning admission requirements, academic programs, and cocurricular activities at Firelands Campus.

Interested persons are encouraged to visit the campus. Campus tours, class observation, and opportunities to discuss academic programs with faculty coordinating those programs are all available by contacting the Admissions Office.

The Admissions Office also provides information regarding the Firelands Residence Complex and off-campus housing in the Sandusky/Huron area to potential students.

Admission to some degree programs is restricted due to the facilities or availability of field placement positions. The Office of Admissions can provide an exact statement of requirements.

For further information, tours, or an admissions interview please contact the Office of Admissions, Firelands Campus, Bowling Green State University, 901 Rye Beach Road, Huron, Ohio 44839 (419-433-5560).

PROCEDURES

The form to be used when applying for admission to the University may be obtained by writing to the director of admissions and public affairs, Firelands Campus.

The Application for Admission form is to be mailed to the director of admissions at the Bowling Green Campus by the applicant. A nonrefundable \$25 Application Fee must accompany the application of a student who previously has not been enrolled in the University. Upon receipt of the application by the director of admissions, a High School Transcript Form is mailed to the applicant.

The High School Transcript Form is for the applicant's high school record. This form is to be completed by the principal or the guidance director of the high school in which the applicant is a senior or from which he/she has graduated. After filling in the applicant's record, the principal or guidance director should mail the form directly to the director of admissions, Bowling Green State University, Bowling Green, Ohio 43403.

Each applicant receives a Health Examination form on which to record medical history, physical

examination results, immunizations, and tuberculosis screening (x-ray and/or tuberculin skin test). This form must be completed by a physician and returned to the Student Health Services at the Bowling Green Campus prior to enrollment. Should a question arise concerning the health of the applicant, the chief of the medical staff of the Student Health Services, upon further investigation, determines whether the applicant may be admitted to the University.

Near the end of a student's senior year of high school, the Office of Admissions mails each student a form for confirmation of graduation and a supplementary listing of senior subjects, senior grades, and final class rank. The director of admissions grants formal admission when this form is completed and submitted by the student's guidance counselor or principal.

FRESHMAN ADMISSION

Any Ohio high school graduate who has never attended a college or university is eligible to submit an Application for Admission. Early application is necessary since formal admission must be approved prior to registration for classes. An application for admission may be obtained from the Admissions Office at the Firelands Campus or from the Admissions Office at the Bowling Green Campus. High school seniors are encouraged to submit applications early in their senior year.

Applications for admission to Firelands Campus will be accepted on the following schedule:

BY-MAIL application for admission to the fall quarter 1977 must be submitted prior to September 1, 1977.

IN-PERSON application for admission to the fall quarter 1977 must be completed by September 14, 1977.

BY-MAIL application for admission to the winter quarter 1978 must be submitted prior to December 1, 1977.

IN-PERSON application for admission to the winter quarter 1978 must be completed by December 28, 1977.

BY-MAIL application for admission to the spring quarter 1978 must be submitted prior to March 1, 1978.

IN-PERSON application for admission to the spring quarter 1978 must be completed prior to March 22, 1978.

Each application for admission is processed in the Admissions Office at the Bowling Green Campus of Bowling Green State University.

A nonrefundable \$25 Application Fee must accompany the application for admission.

An official high school transcript must be submitted by each applicant. Each freshman applicant is required to submit official American College Test (ACT) results unless he/she has been graduated from high school three or more years prior to applying. Applicants intending to enroll in baccalaureate programs should take the regular ACT battery. Those planning to enroll in two-year technical programs may take the Career Planning Program (CPP) or the ACT. The student's high school counselor should be consulted for details concerning the ACT Testing Program, and the application for admission can be submitted in advance of taking the ACT. An applicant is encouraged to take the ACT early in his/her senior year of high school. Persons not having graduated from high school may earn high school equivalency through the General Education Development (GED) testing program issued by the State Department of Education.

Bowling Green State University is dedicated to the offering of equal educational opportunity to all potential students, in accordance with the policies of the state and federal governments. To this end, the University maintains active programs of equal opportunity recruitment, developmental instruction, and student assistance.

Recommended High School Subjects

The following is offered as a reasonable minimum distribution of high school credits in preparation for enrolling at the Firelands Campus: English—4 units; mathematics—3 units (at least two units of algebra should be included by the student who plans ultimately to enter the College of Business Administration. However, Mathematics 090 is available to the student who is not prepared); social sciences—2 units (one unit should be United States history and civics); sciences—2 units (one unit of a laboratory science should be included); and electives—6 units (at least two units of one foreign language should be included in the electives by the student who plans ultimately to enter the College of Arts and Sciences).

TRANSFER STUDENTS

Under Bowling Green State University's transfer admission requirement, a student who has attended another accredited college or university is considered for admission:

A. If he/she has earned at least 90 quarter hours with an accumulative grade point average equivalent to a 2.0 in a 4.0 system; or

B. If he/she has earned less than 90 quarter hours with an accumulative grade point average equivalent to a 2.5 in a 4.0 system. A student whose accumulative grade point average is

between 2.0 and 2.5 may be considered for admission upon petition. After an initial evaluation of the completed admission credentials by the Office of Admissions, a student in the petition range (2.0 to 2.5) is sent the Petition Form by the Office of Admissions. Upon the return of this form, an admission decision is made by the dean of the college to which the student is applying in consultation with the director of admissions.

A student who cannot meet the above admission policies and who has not attended another college or university for a period of one or more years may be considered for Probationary Admission by petitioning the director of admissions.

A person who is awarded Probationary Admission needs to reduce his/her quality point deficiency by at least four points in order to continue the following quarter. (See section on Academic Warning.) Probationary Admission is available at Firelands Campus for all quarters of the academic year.

The transfer student who wishes to enroll at the University as an undergraduate uses the regular Application Form. The University requires a record of the applicant's high school credits from the principal or guidance director of the high school from which the student has been graduated.

An official transcript of credit is required from each college and/or university that the student has attended. This transcript must be mailed to the director of admissions at the Bowling Green Campus by the institution and is not accepted from the student. In addition, a transfer recommendation card must be completed by the personnel dean of the last institution attended, and sent directly to the director of standards and procedures at Bowling Green State University, Bowling Green, Ohio 43403. This card must be on file before formal admission can be granted.

SPECIAL STUDENTS

A student aged 21 or over who has not attended another college or university and who cannot meet the specified entrance requirements including the high school graduation requirements may be admitted as a special student for one year upon presenting evidence that he/she is capable of doing satisfactory work in the University. In order to continue as a student in the University, he/she must:

A. Secure credit for 15 acceptable units of high school work;

B. Remove (by examination) deficiencies in entrance units; or

C. Earn such additional college credits beyond the number required for a degree as may be determined by the dean of his/her college.

ADVANCED PLACEMENT

A student entering the University with a particularly thorough background may apply for advanced placement in one or more areas in which his/her preparation is superior.

Advanced placement may be achieved in five ways:

A. Appropriate achievement on Bowling Green placement tests. (Leads to exemption from courses but not credit.)

B. Passing an examination administered by an academic department of the University. (See Credit/Validation below.)

C. Completing a college-level course in high school and earning a prescribed grade in an Advanced Placement Examination administered by the College Entrance Examination Board (CEEB). This leads to college course credit.

D. Appropriate scores on the general examinations of the College Level Examination Program (CLEP), leading to college course credit.

E. Passing a higher level course in a sequence at the "C" level or above and thereby earning credit for lower-level sequence courses in prescribed departments.

Information concerning any of these options may be obtained from the Counseling Office at Firelands Campus.

CLEP Examinations/Credit

Firelands Campus is an official College Level Examination Program (CLEP) test center. CLEP provides an opportunity for students to receive college credit for knowledge acquired through correspondence courses, educational television, adult education program, on-the-job experiences, and independent study. CLEP general examinations provide an opportunity for credit in five basic areas of the liberal arts: English composition, humanities, mathematics, natural sciences, and social sciences-history. Depending upon his/her scores on each general examination, a student may earn from 3 to 9 credits in each of the five general examination areas. The CLEP program is administered through the Firelands Campus Counseling Office and students may receive registration forms and CLEP information from the Firelands Campus counselor.

Credit/Validation by Exam

An undergraduate student currently registered for a minimum of three quarter hours may obtain permission from the dean of his/her college to apply for credit or validation by examination. Approval is generally given when it is clearly evident that previous study or experience warrants such an option. Once approved, the exam must be completed within 10 weeks of the date of approval.

Credit by exam may be taken to receive credit:

A. For competency obtained or developed informally or independently through an appropriate experience;

B. For prior transfer course work in which the final grade was "D" or "F" as certified by the registrar;

C. For prior course work at Bowling Green State University in which the final grade was "F" (a student's grade point average is not affected by this action);

D. Or for other reasons approved by the student's dean and the chair of the department involved. The student must pay a credit by exam fee of \$15 per course.

APPLICATION FEE

A nonrefundable application fee of \$25 must accompany an *Application for Admission*.

SPECIAL ENROLLMENT METHODS

Regular freshman and transfer students are fully matriculated and eligible to pursue degrees from Bowling Green State University. Other students may be approved to enroll for classes without formal admission to the University.

College Credit Program

The program is designed to offer to high school students possessing general or specific academic talent the opportunity to take course work unavailable at their own institution.

Students living within commuting distance of Firelands Campus may enroll in courses at the University during the academic year while taking the remainder of their work at their high school. During the summer, students may take either one or two courses each session, or utilize the facilities of the full quarter.

A student with exceptional academic background may wish to register for a full load at the University. This can be arranged on the express condition that his/her high school will accept appropriate course work taken at Firelands Campus for completion of diploma requirements. The student would then spend the senior year in residence on campus instead of attending high school classes.

Either a student whose academic record is of "A" and "B" caliber or one whose accumulative grade point average is low but whose talents or strengths in a particular area are worthy of pursuit at the college level, may apply by submitting a letter of application to the director of admissions and public affairs explaining specifically his/her aims and how the University course work is to be coordinated with his/her high school program. In addition, a transcript from the high school and a letter from the principal supporting the application must be submitted.

Transient Student Enrollment

A transient student is one from another college or university seeking credits to be transferred to that institution. An official statement is required from the parent institution

prior to admission to show that the student is in good standing. If a transient student is not in continuous enrollment, another statement of good standing from the parent institution must be obtained.

Unclassified Undergraduate Student

A student who has not attended another college or university and who does not want to be a candidate for a degree may be considered for enrollment as an unclassified undergraduate student. Such a student is not required to submit a high school transcript or American College Test results. Unclassified undergraduate students are limited to 24 hours of credit without formal admission to the University. An enrollment form may be obtained from and submitted to the Office of the Registrar, Firelands Campus.

Unclassified Degree-Holder

A student who has an earned degree in higher education and who wishes to enroll in undergraduate courses without pursuing another degree is classified as an unclassified degree-holder. There is no limitation on the number of courses in which students in this classification may enroll. The only admission requirements for this type of student is official confirmation from the appropriate institution of the highest degree received.

READMISSION OF FORMER STUDENTS

A student who has not been in continuous attendance during the regular academic year (excluding summer quarter) must complete the *Application for Readmission* form. A copy of this form may be obtained from the registrar of Firelands Campus. A former student who has transferred to another college or university since the last enrollment at Bowling Green State University may be considered for readmission and must submit the *Application for Readmission* form and a complete transcript of his/her scholastic record and evidence of good standing, both personal and academic, at the institution last attended. A 2.0 accumulative grade point average (on a 4.0 system) is required.

TRANSFER OF CREDIT

Credit earned at regionally accredited institutions or at publicly sponsored Ohio two-year institutions of higher education will be considered for transfer providing a grade equivalent to "C" or better was earned and a parallel course is offered by Bowling Green State University.

An associate degree holder is accorded junior standing but the applicability of the transferred credit is dependent upon its relevance to the baccalaureate program pursued.

A maximum of 96 quarter hours of credit may be transferred from a two-year institution.

Entering students should have an official transcript of all credits earned at each institution previously attended sent directly to the Office of Admission, Bowling Green Campus. Continuing students should have the same sent to the Office of the Registrar, Bowling Green Campus. A course-by-course evaluation is made by the Office of the Registrar, and copies are mailed to the student and college advising office.

CONCURRENT ENROLLMENT

Concurrent enrollment at Bowling Green State University and the University of Toledo allows a student to take courses at both universities and receive credit toward a degree.

Under this policy, the university that has most recently granted formal admission to the student is designated as the "home" university. The other university is the "host" institution.

A student registering for 12 hours or more of course work, at least eight of which are at the home university, shall pay all fees to the home university. If a student registers for less than 12 hours, instructional, general, and nonresident fees are to be paid at the separate universities. (Special course fees are payable to the "teaching" institution.)

All course work taken under concurrent registration will be registered at the home university and will be considered by that university as resident credit. It will be included in the calculation of a student's accumulative grade point average.

ACADEMIC OBJECTIVES AND ORGANIZATIONS

Firelands Campus is organized as a college of Bowling Green State University. The campus has three academic departments: Natural and Social Sciences, Humanities, and Applied Sciences. The departments are structured by academic discipline:

Natural and Social Sciences

Biology
Chemistry
Geography
History
Mathematics
Political Science
Psychology
Sociology

Humanities

Art
English
Languages
Library
Music
Philosophy
Physical Education
Speech

Applied Sciences

Business Management
Computer Science
Electro-Mechanical Technology
Electronics Engineering Technology
Engineering Design Technology
Environmental Health
Industrial Education and Technology
Information Systems
Medical Record Technology

BACHELOR'S DEGREE PROGRAMS

Firelands Campus offers a diversity of academic program options. The first two years of some 120 baccalaureate programs available at the Bowling Green Campus are also offered at Firelands Campus. Courses in many disciplines are available including: accounting, art, biology, broadcasting, business, chemistry, computer science, economics, education, English, finance and insurance, French, geography, geology, health and physical education, history, home economics, industrial education and technology, information systems, journalism, legal studies, management, mathematics, philosophy, physics, popular culture, political science, psychology, sociology, Spanish, speech, statistics, and theatre.

The campus is strongly committed to career exploration and feels that through its program diversity it can provide students with the option of exploring various career areas along with the ability to shift career choices with minimal inconvenience or loss of credit.

The undergraduate schools and colleges on the Bowling Green Campus, together with the degrees they offer, are:

College of Education

Bachelor of Science in Education
Bachelor of Science in Technology

College of Arts and Sciences

Bachelor of Science
Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Liberal Studies
School of Art

Bachelor of Fine Arts
School of Speech Communication
Bachelor of Arts in Communication

College of Business Administration

Bachelor of Science in Business
Administration
Bachelor of Science in Economics
School of Journalism
Bachelor of Science in Journalism

College of Health and Community Services

Bachelor of Science

College of Musical Arts

Bachelor of Music

ASSOCIATE OF ARTS

Firelands Campus also offers two years of general studies courses leading to the Associate of Arts degree. Conferring of the Associate of Arts degree signifies students have reached the half-way point in the progression toward a baccalaureate degree when prescribed courses, insuring a liberal and general education, have been completed.

The Associate of Arts degree program is designed to provide pre-baccalaureate students with sound academic backgrounds in a breadth of academic disciplines. Credits earned are transferrable to four-year programs. The program offers students flexibility sufficient to meet general studies requirements of college or university programs they may enter. The intent is to provide a liberal background within a two-year program. In addition, a concentration is available in one or two disciplines in the areas of the student's primary interests. Seven general

studies programs have been developed in the following areas:

Arts and Sciences

Humanities-Presents the foundation of a Bachelor of Arts program with concentrations in approved humanities areas within the framework of Firelands Campus course offerings.

Liberal Studies-Offers undecided students an opportunity to sample a variety of disciplines while insuring a well-rounded background in preparation for continuing study.

Science-Presents the foundation of a Bachelor of Science program with concentrations in mathematics and appropriate science courses of students' interests to provide a foundation for continuing study.

Social Science-Offers the foundations of a Bachelor of Arts program with concentrations in approved social science areas within the framework of Firelands Campus course offerings.

Pre-Business Administration

Includes the general education requirements and business foundations in mathematics, accounting, economics, and statistics.

Education

Elementary Education-Offers students seeking certification in elementary education courses prescribed by colleges of education during the first two years in a framework that insures a broad background of study.

Secondary Education-Offers the general education requirements of colleges of education and sufficient opportunity for students to meet major and minor requirements in courses offered at Firelands Campus.

ASSOCIATE OF APPLIED BUSINESS AND ASSOCIATE OF APPLIED SCIENCE

Also offered are two-year, career-oriented curricula leading to the Associate of Applied Science and Associate of Applied Business degrees. Such programs prepare students for immediate employment in area communities and elsewhere, and also may be transferred to similarly oriented baccalaureate degree programs with little or no loss of credit.

Associate degree programs in applied areas are designed to prepare students to enter employment upon graduation. General studies or group requirements usually are not part of the curriculum. Courses are taken in some related general studies fields (e.g., English, speech, psychology), in appropriately related disciplines (e.g., applied mathematics and science, physical science), and in specific major areas (e.g., environmental health, industrial education, and technology).

Associate of Applied Business

Business Management Technology
Computer Science Technology
Executive Secretarial Technology

Associate of Applied Science

Electro-Mechanical Technology
Electronics Engineering Technology
Engineering Design Technology
Environmental Health
Medical Record Technology

UPPER DIVISION COURSES

Firelands Campus is primarily intended to serve the higher educational needs of a student in the freshman and sophomore years of college. However, an important function of the campus, as part of Bowling Green State University, is to provide opportunities for some study at the junior, senior, and (occasionally) graduate levels. The administration of these courses is the responsibility of both the Office of the Assistant Dean and the Office of Extension Services in Bowling Green.

Every reasonable consideration is given to requests for the addition of upper-level courses and for lower-level courses not scheduled to be offered at Firelands during a given quarter.

LIFELONG LEARNING (NON-CREDIT) COURSES

The Office for Community Services provides a wide variety of lifelong learning (non-credit) courses, workshops, and seminars at the Firelands Campus.

The chief purpose of the continuing education offerings is to provide area residents with opportunities to develop new skills and/or to stimulate new interests.

Special workshops and seminars are also offered in many topical areas including management, education, computers, industrial education and technology, and environmental quality control.

Lifelong learning courses, workshops, seminars, and in-service training programs may be organized for a particular firm, school, organization, or interest group. Inquires relative to the offering of such specific programs should be directed to Dr. James H. McBride, coordinator for community services.

ACADEMIC STRUCTURE AND CALENDAR

Bowling Green State University, including Firelands Campus, is on the quarter system. Three 10-week terms and a four-day examination period following each term comprise the academic year. A full summer session schedule is also provided.

The campus operates on a daytime/evening schedule: 8 a.m. until 10 p.m. Registration by an individual student is permitted in daytime classes, evening classes, or a combination of

both. Instruction is supervised by members of the regular academic staff of Firelands Campus and/or Bowling Green State University.

Upper division courses (junior, senior, and graduate level) are offered in addition to the courses listed in this *Bulletin*. Those courses are administered by the Office of Extension Services in the College of Education at Bowling Green and the Office of the Assistant Dean at Firelands Campus. A variety of non-credit continuing education courses are also offered.

Every reasonable effort is made to offer courses as announced, but the right is reserved to withdraw any course from the schedule if enrollment is insufficient.

THE FIRELANDS CAMPUS BULLETIN

The *Firelands Campus Bulletin* is intended as a supplement to the University's *General Bulletin*. Therefore, a student who applies for admission to the University is urged to read carefully the *General Bulletin* of Bowling Green State University mailed by the Office of Admissions to every person making application as a regular student. A continuing or former student may secure a copy of the *General Bulletin* by addressing a request to the Office of Admissions.

All information in the *Firelands Campus Bulletin* is intended to conform to University policy. In the event of seemingly contradictory information, a student is urged to request clarification from the Office of the Dean of Firelands Campus. Material contained in supplemental publications supersedes all statements in this bulletin.

For additional information, write or call:
Director of Admissions and Public Affairs,
Firelands Campus, 901 Rye Beach Road,
Huron, Ohio 44839, Phone: 419/433-5560 or
Director of Admissions, Bowling Green State
University, Bowling Green, Ohio 43403, Phone:
419/372-2086.

STUDENT LIFE AND ACTIVITIES

Firelands Campus provides cocurricular opportunities for students' personal growth and development. Social, cultural, and athletic programs are sponsored by the Student Activities Office, various student organizations, and academic departments of the University. An opportunity for self-government is afforded each student through elected representatives or by his/her own election to office. Many academic departments and student groups provide additional opportunities for learning through lectures, seminars, and activity programs. A committee composed of students and faculty advisers to organizations develops a calendar of activities and events each year.

STUDENT ADVISORY BOARD (SAB)

The Student Advisory Board is the student government body on campus. It encourages students to voice opinions and participate actively in the Firelands Campus community.

Included in the duties and powers of the SAB are the regulation and supervision of all student elections; membership in campus-wide academic, planning and budgeting committees; and recognition of student organizations as bona fide. SAB provides leadership for campus functions and is responsible for the legislation - with administrative approval - of student regulations not specifically covered by University regulations and policy. Officers for the following year are elected spring quarter.

BLACK STUDENT UNION

The Black Student Union of Firelands Campus was formed to reflect the culture and values of blacks in the Firelands area, and how Firelands Campus can become aware of, and meet their needs.

The Union is open to all students, faculty, and staff who are black-minded.

FIRELANDS ENVIRONMENTAL CLUB

The Firelands Environmental Club provides its members with a chance to become more aware of the environment around them. The club sponsors field trips, seminars, and social functions to increase environmental awareness.

Membership in the Firelands Environmental Club is open to any student, faculty member, or interested person from the community.

THE HAVEN

The Haven was established to provide auxiliary services of a personal nature for students. It provides a variety of services in conjunction with the Student Activities Office.

INTRAMURALS

Firelands Campus offers a variety of men's, women's, and coed intramural sports. In 1976-77, nearly 650 students participated in team sports including touch football, volleyball, basketball, softball, and bowling. Individual play is offered in badminton, table tennis, golf, tennis and other sports.

THE LAMP

The Firelands Campus *Lamp*, the student newspaper, provides the student body with news of campus events and activities and presents topical news and feature articles on a variety of subjects.

The staff of the newspaper is composed of student volunteers, including the editor, assistant editor, copy editor, layout editor, art editor, sports editor, business manager, staff reporters, and photographers.

Persons interested in joining the *Lamp* staff should contact the editor.

PHI BETA LAMBDA

Phi Beta Lambda is an organization for business and secretarial majors and is affiliated with Future Business Leaders of America.

The chief objective is to develop strong, assertive leadership among its members so that future businessmen and women may participate more effectively in business and community life of which they will be a part.

The group sponsors tours, seminars, and a secretarial enrichment seminar. Membership is open to all business and secretarial majors in good academic standing.

SKI CLUB

The Ski Club is open to all student, faculty, and staff members of Firelands Campus who have an interest in skiing. Its purpose is to promote skiing as a lifetime avocation. Beginners are welcome.

The club goes skiing every Friday night during winter quarter, weather permitting, at Boston Mills Ski Area. Membership drives begin during the fall quarter. Officers for the following year are elected during the spring quarter.

SPEECH ACTIVITIES ORGANIZATION(SAO)

The Speech Activities Organization is a student speech and communication activities organization dedicated to increasing interest, fostering achievement, and recognizing the accomplishments in all of the allied cultural arts and crafts of the speech activities program with particular emphasis on theatre. This organization directly supports programs including Firelands Campus Theatre, SPCH 102, and the *Firelands Showcase*. These programs offer a wide variety of communication activities in which to participate including acting parts, extemporaneous speaking, oral interpretation, original oratory, and two major theatrical offerings. Any student with a 2.0 ("C") average or a 2.5 for the preceding quarter is eligible to participate.

FIRELANDS CAMPUS THEATRE

The Firelands Campus Theatre program entered its ninth season this academic year. Firelands Campus Theatre presents two major productions a year: one in the winter quarter, and one in the spring. The most recent major productions have been *The Miser*; *John Brown's Body*; *U.S.A.*; *After the Rain*; *Sing Out, Sweet Land*; *Bus Stop*; and *Down in the Valley*.

In addition to the major productions, *Firelands Showcase* programs may be sponsored by the Speech Activities Organization. Such programs are student conceived, directed, designed, and acted. Most recent *Showcase* programs included student productions of *Hello Out There*; *The Beer Can Tree*; *Santa Dean*; *The American Struggle*; and *The World of Mime*.

Course credit may be obtained for participation either as a performer, technician, or theatre management crew worker. The Firelands Campus Theatre is a functioning part of the speech program at Firelands Campus. The speech program offers courses for speech and theatre majors or minors at the freshman and sophomore levels. Participation in all areas of theatre production is open to any interested student for course credit or as an activity.

VETERANS CLUB

The Veterans Club at Firelands Campus assists incoming student-veterans in adapting to the college community. The club also promotes general interest in Firelands Campus in surrounding communities and coordinates and sponsors various campus social events.

The Veterans Club is a source of valuable information concerning veterans at Firelands Campus. It is a link with many state and national organizations and maintains regular correspondence with state and national legislatures.

Membership is open to all veterans who are in actual attendance and in good standing with the University. Auxiliary membership is open to all students in good standing who wish to join.

FEES AND CHARGES

The student who attends Firelands Campus of Bowling Green State University pays lower fees than one who attends classes on the Bowling Green Campus.

An undergraduate student who is an Ohio resident enrolled for 10 or more credit hours pays an *Instructional Fee* of \$258 per quarter and a *General Fee* of \$29 per quarter for a total of \$287. A student registering for 9 hours or less pays \$29.50 per credit hour.

A student classified as a non-resident who is enrolled for 10 or more credit hours pays a *Non-resident Fee* of \$400 per quarter in addition to the *Instructional* and *General Fees* for a total of \$687.

A non-resident pays a fee of \$40 per credit hour in addition to the \$29.50 mentioned previously if the student is enrolled for 9 hours or less.

Graduate students pay both an *Instructional Fee* and a *General Fee*. *Instructional Fee* for Ohio residents registering for 11 or more quarter hours is \$358 per quarter with a *General Fee* of \$29 per quarter for a total of \$387. Ohio residents registering for less than 11 quarter hours pay an *Instructional Fee* of \$33 per credit hour and a *General Fee* of \$3.50 per credit hour for a total of \$36.50 per credit hour.

Non-resident graduate students are assessed a *Non-resident Fee* of \$40 per credit hour up to a maximum of \$400 in addition to the *Instructional* and *General Fees*.

Both undergraduate and graduate students registering for more than 18 credit hours pay an *Excess Credit Fee* of \$15 per credit hour. Fees are subject to change with approval by the Board of Trustees.

PAYMENT OF FEES AND CHARGES

All fees and charges are payable in advance of the quarter for which the student is enrolled.

A student who pays fees after the first day of classes in a given quarter is assessed a *Late Payment Fee* of \$5 a day, including Saturdays and Sundays.

Fee payments must be in the form of a check, money order, or by BankAmericard or Master Charge.

REFUND OF FEES

In case of a student's formal withdrawal from the University in any quarter, fees, except for the *Application Fees*, are refunded on the following basis: during the calendar week (Sunday through Saturday) in which classes begin, 90 percent; during the second calendar week, 80 percent; during the third calendar week, 60 percent; during the fourth calendar week, 40 percent; after the fourth week, no refund. A student withdrawing under discipline forfeits all rights to the return of any portion of the fees. A student who stops attending classes and does not complete a formal withdrawal notice is not entitled to any refund. Refunds normally require approximately four weeks to be processed.

STUDENT FINANCIAL AID

Each student should have a sound plan for financing his/her college education, taking into account contributions from work, family, and other sources. When a financial problem can be identified early, appropriate arrangements often can be made to help solve the problem.

Students are encouraged to contact the Financial Aid Office if they need assistance with financial planning. The Business Office coordinates all Basic Educational Opportunity Grants (BEOG), Ohio Instructional Grants (OIG), National Direct Student Loans, and Emergency Loans. The Office for Community Services coordinates all scholarship programs. Students should direct questions to the appropriate office.

SCHOLARSHIPS

Numerous annual scholarships are administered by Firelands Campus. Applications for these scholarships are available from the Financial Aid Office and must be filed by May 1 to be considered for the next academic year. Special need analysis forms are NOT required for scholarships administered directly by the Firelands Campus. Students applying for scholarships are also required to apply for federal (BEOG) and state (OIG) grants prior to being eligible for Firelands Campus scholarship funds.

BGSU Alumni Association Scholarships

The Alumni Association of Bowling Green State University awards six \$100 scholarships to Firelands Campus students each year. Special consideration is given to sons and daughters of Bowling Green State University alumni.

Central Soya Scholarships

The Central Soya Company of Bellevue, Ohio, awards two \$240 scholarships. Applicants must reside in the Bellevue School District including Bellevue, Lyme, York, and Thompson. Special consideration is given to a son or daughter of an employee of Central Soya.

Erie County Board of Realtors Scholarship

A \$200 scholarship is awarded by the Erie County Realtors. Residency in Erie County is a requirement, and preference is given to an applicant planning to major in an area of study associated with business and industry or real estate-oriented fields.

Firelands Community Bank Scholarship

Firelands Community Bank of Huron, Berlin Heights, and Vermilion annually awards a \$250 scholarship to a Firelands Campus student who resides in Erie County.

Huron Junior Women's League Scholarship

The Huron Junior Women's League awards a \$250 scholarship for use during the winter quarter of the sophomore year. Applicants must be graduates of Huron High School.

Huron Welcome Wagon Club

One \$100 scholarship is funded by the Huron Welcome Wagon Club. Applicants must be graduates or candidates for graduation from Huron High School.

Knights of Columbus, Sandusky Firelands Shrine Club, and Singara Grotto Scholarships

The Knights of Columbus-Third and Fourth Degrees, the Sandusky Firelands Shrine Club, and the Singara Grotto provide funds for six annual scholarships of \$100 each. Applicants must be graduates or candidates for graduation from Sandusky, St. Mary's Central Catholic, Perkins, Huron, Margaretta, Huron, Huron St. Paul High Schools. These organizations also provide funds for campus emergency loans and term loan programs described later in this bulletin.

Milan Chamber of Commerce Scholarship

The Milan Chamber of Commerce annually awards a \$250 scholarship. This award is presented to a student who is a graduate or candidate for graduation from Edison High School.

Milan Mothers Club Scholarship

A current or incoming freshman Firelands Campus student, who is a resident of the Village of Milan and who has at least a "C" grade average overall is eligible for this \$250 award.

Plastics Engineers Scholarship

The Ohio Firelands Section of the Society of Plastics Engineers awards two \$300 scholarships annually. Preference is given to students interested in science or technology fields related to chemistry or chemical engineering.

William Parker Scholarship

The William Parker Family awards a \$792 scholarship to a Firelands Campus student annually.

Sandusky Exchange Club Scholarship

Open to entering or continuing Firelands Campus students. Application may be made directly to the Exchange Club on forms available at the Office for Community Services at Firelands. Initial scholarship for the 1977-78 academic year is to approximate \$375.

Sandusky Register Scholarships

The *Sandusky Register* Scholarship Program for the Firelands Campus awards six \$450 scholarships each year to Firelands Campus students. Three freshmen and three continuing students receive the awards. Applicants must reside in Erie or Huron Counties, the City of Port Clinton, or Danbury Township of Ottawa County.

The Savings Building and Loan Company Scholarship

The Savings Building and Loan Company of Sandusky awards a \$200 scholarship annually to a Firelands Campus student.

Lyle L. Speer Memorial Scholarship

A \$100 scholarship is awarded to a student from Erie, Huron, or Ottawa Counties who is enrolled in either the engineering design, electro-mechanical engineering, or electronics engineering technology programs.

Robert W. Traver Memorial Scholarship

Established in the memory of Robert W. Traver, former chief of police for the City of Sandusky, the \$235 scholarship is awarded annually, with the cooperation of the Mr. Wiggs Foundation, to a student who is a resident of the City of Sandusky.

Firelands Campus Veterans Club Scholarship

The Firelands Campus Veterans Club annually makes available several scholarships to Firelands Campus students who are honorably discharged from military service and who are at least half-time students (6 hours).

Bowling Green State University Scholarships

The Financial Aid Office in Bowling Green awards scholarships based on a student's high scholastic achievement and his/her financial needs. The deadline for a new student to file an application is February 1; for a continuing student the deadline is April 1.

Further information concerning these scholarships, including application information, is available from the Firelands Campus Financial Aid Office.

GRANTS

Ohio Instructional Grant (OIG)

The Ohio Instructional Grant Program has been established to provide funds to enable students with financial need to attend two-year or four-year public or private schools.

The grants are not awarded upon the basis of scholarship, as such, but on the basis of relative financial need.

Eligibility requirements include: Ohio residency, admission or enrollment as a full-time undergraduate student at an eligible Ohio institution of higher education, and standards of achievement considered by the University to indicate satisfactory progress toward an association or bachelor's degree.

Ohio Instructional Grants are administered by the Ohio Board of Regents, Student Assistance Office, 30 East Broad Street, 36th floor, Columbus, Ohio 43215.

High school seniors may obtain an application for this grant from their high school guidance counselors. Continuing students may obtain an application from the Firelands Campus Financial Aid Office.

Basic Education Opportunity Grant Program (BEOG)

The Basis Educational Opportunity Grant Program makes funds available to eligible students attending approved post-high school institutions. Any student may apply if he/she is enrolling as at least a half-time student (6 hours).

To apply for a Basic Grant students may obtain an *Application for Determination of Basic Grant Eligibility* from their high school guidance office or Financial Aid Office at Firelands Campus.

Supplemental Educational Opportunity Grant Program (SEOG)

The Supplemental Educational Opportunity Grant Program is for students of exceptional financial need who without the grant would be unable to continue their education. Eligibility requires that the student be enrolled at least half-time (6 hours) as an undergraduate student in an educational institution participating in the program.

If selected for a SEOG, the educational institution must provide the student with additional financial assistance at least equal to the amount of the grant. An application and procedural information are available from the Financial Aid Office, Firelands Campus.

LOANS

National Direct Student Loan (NDSL)

The National Direct Student Loan Program is for students who are enrolled at least half-time (6 hours) in a participating post-secondary institution and who need a loan to meet their educational expenses.

Repayment of the loan begins 9 months after the student graduates or leaves school for other reasons. During the repayment period (up to 10 years) the student will be charged 3 percent interest on the unpaid balance of the loan principal.

Further information and applications may be obtained from the Firelands Campus Financial Aid Office.

Ohio Guaranty Loan Program

The Ohio Student Loan Commission, established by the Ohio Legislature, guarantees loans granted by approved commercial banks, savings and loan associations, state chartered credit unions, and some national organizations such as the Knights of Columbus. Any Ohio resident enrolled at or admitted to an approved college or university who is in good academic standing is eligible for this program. An application must be obtained directly from the lending institution, preferably in the student's hometown. Many banks in the Firelands Campus area participate in the program, but they deal primarily with established bank customers. A listing of these banks is available from the Firelands Campus Financial Aid Office.

Harry G. Beare Memorial Loan Fund

This loan is available to Firelands Campus students who are graduates, or candidates for graduation, from Edison High School in Milan. The loan is based on proven financial need and is interest free. However, it is suggested that upon repayment of the loan that the student make a gift to the loan fund so that it may gradually increase in size and usefulness.

Kiwanis Club of Sandusky Loan Program

The Kiwanis Club of Sandusky has a loan program available to any student in the Firelands Campus area. The student may negotiate a maximum loan of \$250 per year which is non-interest bearing while he/she is in school. An interest rate of six percent per annum is charged once the student is no longer enrolled at the University. Early repayment of the loan is encouraged after the student's graduation or termination of enrollment in order to allow financial assistance to other students.

V.F.W. Post No. 2743 Loan Fund

The Norwalk Post No. 2743 of the Veterans of Foreign Wars has established a loan fund for Firelands Campus students. Loans are individually negotiated and no interest is charged

when terms of the loan are met. The loan is administered by an agent of the veteran's organization, however, information is available at the Firelands Campus Financial Aid Office.

EMERGENCY LOAN FUNDS

Objective

The objective of the Firelands Campus Emergency Loan Program is to assist students, who for one reason or another, find it extremely difficult or impossible to make payment for University Instructional and General Fees by the payment date.

Amount of Loan

The maximum loan that may be granted is \$250. The size of the loan is contingent on the time of application and is determined by the person administering the loan fund. All loans of \$250 need the approval of the loan committee, and require a co-signature.

Student Qualifications

The emergency loan program is available to continuing Firelands Campus students who have a 2.0 ("C") accumulative grade point average. Students in their first quarter on campus or those below a 2.0 average will be considered on an individual basis as funds are available. Transient students are not eligible for a loan under any circumstances.

Repayment Deadline

All loans during any quarter become due as specified in the loan agreement. Students may request an extension from the loan committee.

Finance Charge

A finance charge will be assessed for all loans as follows:

Loan \$1-\$50	Finance Charge \$1
Loan \$51-\$99	Finance Charge \$5
Loan \$100-\$250	Finance Charge \$7

Late Payment

Students are charged a \$.25 per day late payment fee, including Saturday and Sunday, not to exceed \$15. A 3-day grace period is extended; however, on the fourth day after the due date, the late fee will be \$1.

Non-payment

Students not repaying loans by the end of the grace period (3 days after the due date) will have their class registration for that quarter cancelled and all records in the Office of the Registrar frozen. Also, they will be denied registration for any future quarters until the loan and penalty are repaid.

VETERANS' BENEFITS

Bowling Green State University is approved by the U.S. Veterans Administration for the education and training of veterans and war orphans under Public Laws 634 and 89-358.

The programs of study in the University are open to men and women eligible for benefits under these laws. Further information may be obtained from a local office of the U.S. Veterans Administration or from the Firelands Campus Veterans Office.

APPLICATION PROCEDURE

Assistance will be provided by the Financial Aid Office to direct students toward their most likely sources of financial assistance based upon their indicated need. Some financial aid programs will require special applications to be completed. Only students who apply for University Scholarships, National Direct Student Loans, or Supplemental Educational Opportunity Grants, must file an American College Testing Common Form. This form is available from high school guidance counselors or the Firelands Campus Financial Aid Office. For further information contact: Financial Aid Office, Firelands Campus, BGSU, 901 Rye Beach Road, Huron, Ohio 44839. 419/433-5560.

REGISTRATION AND RECORDS

The Office of the Registrar is responsible for each student's registration for classes and for the academic records of each student.

Services provided include issuing transcripts of credit upon request of the student and processing applications for obtaining benefits under the Social Security Act.

This office also processes an *Application for Readmission* from a former student, evaluates credentials from other colleges and universities, and determines the eligibility of a student for participation in athletics and membership in honor societies.

A student's identification card also is obtained through the Office of the Registrar, Firelands Campus.

STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 became effective November 19, 1974. This act provides access for students to information about themselves, permits students to challenge such information about themselves, and limits the release of such information about students without the student's explicit consent.

Bowling Green State University has developed a policy governing the inspection, review, and release of information contained in a student's educational record. This policy is based upon guidelines issued by the Department of Health, Education, and Welfare.

Students may inspect this policy upon request at the Registration Office at Firelands Campus. Students have the right to file a complaint with the Department of Health, Education, and Welfare regarding possible violations of the statute.

USE OF SOCIAL SECURITY NUMBER

The social security account number (SSAN) verifies the identity of the student and is used as an identifying account number throughout his/her attendance at the University in order to record necessary data accurately. As an identifier, the SSAN is used to facilitate record keeping of the student's academic standing, housing contracts, payment of fees, and financial aid.

The student is required to disclose his/her social security account number as a condition for enrollment in the University. Practical administrative difficulties in maintaining

adequate records without the continued use of the student's social security number would be encountered by the University.

STUDENT IDENTIFICATION CARD

Identification cards are provided to all fully admitted undergraduate students. Unclassified and transient students are not issued student I.D.'s except on request. Lost I.D.'s may be replaced when a \$2 service charge is paid. Spouse I.D.'s for husbands and wives of students are available for a \$10 service charge.

If the information on the I.D. is not correct, the student should contact the Office of the Registrar, since the card is used for various identification purposes.

(The I.D. card is *bona fide* only when accompanied by a validation card provided by the University bursar—see payment of fees.)

CLASSIFICATION OF STUDENTS

A student is classified as follows in a baccalaureate degree program requiring a total of 183 quarter hours: freshman, 0-44 hours; sophomore, 45-89 hours; junior, 90-134 hours; senior, 135 hours to graduation.

Regular students admitted as new freshmen or transfers are classified on the basis of degree program and credit hours completed. Transient, unclassified, and degree-holding students do not receive classification (i.e. freshman, sophomore, etc.) since they are not following regular degree programs.

TIME OF REGISTRATION

Since late entrance is a handicap to academic achievement, every student is expected to register for classes during the time announced for registration.

No student entering after the close of the first week of a quarter is permitted to carry a full program of courses without the permission of the dean of the college in which he/she is enrolled.

Registration for Firelands Campus courses will be accepted only at Firelands Campus at the times specified and will not be accepted at the Bowling Green Campus.

CHANGE OF REGISTRATION

After the registration period has been completed, additions or deletions from the original schedule of courses should be made by a change of schedule form. A student should not register more than once. A *Change of Schedule Fee* of \$3 is made for any change in registration after a schedule of courses has been submitted by a student. Schedule changes must be approved by a student's academic adviser. No undergraduate may enroll in a course after seven calendar days from the beginning of classes in any quarter.

WITHDRAWAL FROM A COURSE

An undergraduate may drop a course during the first 14 calendar days in a quarter with a grade of "W". A student who drops a course during the third through the sixth week of a quarter receives a grade of "WP" or "WF" according to his/her standing in the course. A grade of "WF" is assigned to courses dropped after the sixth week of a quarter. The "WF" grade is interpreted as an "F" grade when calculating the accumulative grade point average. A student should not terminate class attendance without completing the official withdrawal notice or change of schedule form. Students who register and later decide not to attend, prior to the beginning of classes, should send the Registrar's Office, Firelands Campus, a letter of withdrawal.

WITHDRAWAL FROM THE UNIVERSITY

A student who wishes to withdraw from the University in good standing must obtain the permission of the dean of the Firelands Campus and must complete the official withdrawal notice available for that purpose.

If a student withdraws from the University with permission, he/she has a mark of "W" recorded in all courses unless he/she has previously withdrawn from a course with a "WF". A student who withdraws from the University within three weeks of the end of the quarter is not permitted to enroll for the next quarter except by special permission of the academic dean.

If a student leaves the University without proper notice and permission, he/she receives a mark of "WF" in all courses and is not entitled to any refund of fees nor to a certificate of honorable dismissal.

TRANSCRIPTS OF CREDIT

An official transcript of a student's record is issued only for transferring credits to other colleges and universities and for the information of certifying agencies and employers. An official transcript is issued only at the written request of the student at a charge of \$1 for each transcript. A transcript is not released for a student who is

delinquent on any financial obligation to the University.

GRADUATION

To become a candidate for an associate or baccalaureate degree, the student must file an *Application for Graduation* according to the following schedule:

A. For graduation in December, an application must be filed by the preceding October 10;

B. For graduation in March or June, the deadline for filing an application is the preceding January 15;

C. For graduation in August, the filing deadline is the preceding June 25.

An application form and information may be obtained at the Office of the Registrar, Firelands Campus. A student not accepted as a candidate under the above procedure but who qualifies for a degree at the end of a quarter is graduated at the next commencement.

GRADING SYSTEM

The following system of marks is used in reporting and recording a student's proficiency in his/her courses; "A"-excellent; "B"-good; "C"-acceptable; "D"-poor but passing; "F"-failure.

In a few courses, such as AMS 100, the only marks given are "S"-satisfactory and "F"-failure.

In the honors seminars, internship courses, developmental courses, and the required course in health and physical education, HPE 100, the marks used are "S"-satisfactory and "U"-unsatisfactory.

A student may request the "S/U" grading option in as many as 12 courses in a baccalaureate degree program in addition to courses universally graded on an "S/U" basis. The student is permitted more than one "S/U" option in a quarter providing the number of such registrations does not exceed three in an academic year or four in an academic year and the succeeding summer quarter. The option must be declared at the Registrar's Office no later than 21 days after the beginning of classes for a quarter. The "S/U" option is permitted in courses taken as fulfillment of major, minor, and group requirements or electives in accordance with standards established by the appropriate undergraduate college and departmental councils. College and departmental standards on "S/U" options are available to the student through his or her academic adviser.

A grade of "S" is interpreted as falling within the range of "A" to "C" and carries full credit. A grade of "U" is interpreted as "D" to "F" and carries no credit. Neither grade is considered in the accumulative point average.

When a student withdraws from a course with the permission of the dean of the college, the course is marked "W"-withdrawn; "WP"-withdrawn passing; or "WF"-withdrawn failing.

REPEATING A COURSE

If a student has received an "F" (failing grade) or a low grade, he/she may repeat a course with the approval of the dean of the college in which he/she is enrolled. When a student repeats a course in which he/she has received a failing grade, or has received a "D" grade in a course in which a grade of at least a "C" is prerequisite for another course, the credit hours and quality points for the repeat registration only are used in computing the accumulative grade point average. If the student repeats a course in which he/she previously earned a passing grade, only the credit hours earned in the latest registration are applicable toward a degree.

If a course was originally taken for a letter grade ("A", "B", "C", "D", "F") it must be repeated for a letter grade if the student desires to eliminate the first grade from the accumulative grade point average computation.

Students must report the repetition of any courses which they are taking to improve their accumulative grade point average to the Office of the Registrar, Firelands Campus.

INCOMPLETE MARKS

The mark of "I"—incomplete—is given when, for some acceptable reason, a student fails to take the final examination or to meet some other definite requirement in a course.

The mark of "I" may be removed and a grade may be substituted for it if a student makes up the deficiencies to the satisfaction of the instructor.

Unless an extension of time is granted by the dean of the college, a mark of "I" must be removed by February 15, May 15, August 15, and November 15 of the same year for the fall, winter, spring, and summer quarters respectively.

POINTS AND POINT AVERAGES

To facilitate the averaging of grades, the following quality points are assigned to each mark:

- For each hour of "A"—4 points;
- For each hour of "B"—3 points;
- For each hour of "C"—2 points;
- For each hour of "D"—1 point;
- For each hour of "F" or "WF"—0 points;
- For each hour of "I"—0 points after the deadline for removal.

A student's grade point average is obtained by dividing the total number of points earned by the total number of hours undertaken excluding courses in which the marks "S", "U", "W", or "WP" are recorded. The hours for which a mark of "I" is recorded are excluded from grade point average computation until the deadline for removal.

UNIVERSITY HONORS

A student who demonstrates a high level of excellence in academic work has his/her name placed on the University Honors List. The requirement for achieving the University Honors List is a grade point average of 3.5 ("B +") or above in the preceding quarter.

ACADEMIC WARNING

A freshman or sophomore is warned of unsatisfactory progress when the accumulative grade point hours and quality points indicate that he/she is deficient from a "C" (2.0) average by more than five quality points. (Quality points are determined by multiplying the credit offered by a course times the value assigned the grade received in that course.)

ACADEMIC PROBATION

The academic standing of a freshman or sophomore is considered unsatisfactory and he/she is placed on academic probation when the accumulative grade point hours and quality points indicate that he/she is deficient from a "C" (2.0) average by more than 10 quality points.

The academic standing of a junior or senior is considered unsatisfactory and the student is placed on academic probation when his/her accumulative point hours and quality points indicate the student is deficient from a 2.0 average by more than five quality points.

A student on probation because of unsatisfactory academic standing must follow a restricted program as follows:

A. The course load must not exceed 16 hours and may be less if so determined by the academic review board and college dean;

B. The student may not take part as a performer, an officer, or an active participant in any intercollegiate activity, meeting, or conference except that an activity begun in any quarter may be completed in the following quarter.

ACADEMIC DISMISSAL

A freshman or sophomore student is academically dismissed from the University when the accumulative grade point hours and quality points indicate he/she is deficient from a 2.0 average by more than 15 quality points.

A junior or senior is academically dismissed when he/she is deficient from a 2.0 accumulative grade point average by more than 10 quality points.

A notice of warning, probation, or dismissal is sent by the University both to the student and to the parents or guardian.

A junior or senior who is in good standing at the beginning of the fall quarter may enroll for the winter and spring quarter of the same year without regard to academic standing at the close of the preceding quarter. Students in associate degree programs at Firelands Campus may

petition the Firelands Academic Affairs Committee for reinstatement. Any courses for which a student has pre-registered are deleted upon academic dismissal.

REINSTATEMENT

A student who is dismissed because of unsatisfactory academic standing may automatically re-enroll at this University in the third quarter following dismissal or for any summer quarter, unless otherwise restricted. The student needs to have a total quality point deficiency of not more than 15 points as a freshman or sophomore or not more than 10 points as a junior or senior at the end of the quarter of re-enrollment to qualify for continued enrollment (reinstatement).

If the enrollment capacity of the University for the next quarter, as determined by University officials, has already been reached when the student becomes eligible for reinstatement, he/she may apply for readmission for a later quarter.

A student who does not qualify for reinstatement at the end of the quarter but who had reduced the quality point deficiency by as many as four points may enroll for the next quarter providing appropriate space is available.

The student who is academically dismissed may not qualify for reinstatement through attendance at another college or university. Advanced Standing credit is granted for courses completed at another institution during a student's period of suspension from Bowling Green, only upon acquisition of a 2.0 accumulative grade point average at Bowling Green.

Students not qualifying for reinstatement or desiring to re-enter before the third quarter following dismissal, may apply to do so through the assistant dean's office. The appeal will be heard by the Academic Review Board which makes a recommendation to the dean.

CLASS ATTENDANCE

A student is expected to attend regularly all classes for which he/she is enrolled. Instructors announce individual attendance policies during the first week of classes.

TRANSFER OF CREDIT

Transfer of credit tends to be a somewhat confusing process. Credits are usually more readily transferred if they are granted by a university and/or are part of a degree program.

Firelands Campus offers these options by providing university credits from Bowling Green State University as a part of its Associate of Arts program.

Students planning to transfer to an institution other than the Bowling Green Campus should make contact with that institution as soon as they have made their decision. The new institution can provide the student with information concerning transfer of credits and approve course work taken at Firelands Campus in advance, so that students need not arrive at the point of transfer and find that course credits will not be acceptable for their particular major at that specific institution.

Since program course and degree requirements vary significantly between institutions, this advance checkout process is vital to insure credit transferability.

UNIVERSITY REGULATIONS

All regulations published in the University *General Bulletin* apply to Firelands Campus. In addition, the *Student Guide* documents the student's relationship to the University community and outlines the procedural guidelines of student discipline. Every student should examine the *General Bulletin*, *Student Guide*, and *Firelands Student Handbook*, and be familiar with their contents.

A student found guilty of violating or dishonoring University regulations or of being involved in moral or ethical misconduct may be dismissed. When, in the judgment of University officials, a student's actions are deleterious to others or threaten the orderliness and well-being of the University, he/she may be dismissed.

The student is held responsible for apparatus he/she loses or damages and for materials wasted in class and/or laboratories. This does not apply to wear resulting from normal usage.

BACHELOR'S DEGREE PROGRAMS

PRE-BACCALAUREATE COURSES

Firelands Campus of Bowling Green State University offers a wide variety of courses toward the first two years of some 120 baccalaureate majors (in five colleges) available at the Bowling Green Campus of the University. Because Firelands Campus does not offer the baccalaureate degree, a student who plans to complete the degree from Bowling Green State University must complete a minimum of 30 quarter hours of credit in courses taught on the campus in Bowling Green.

Course work is available from the Colleges of Education, Business Administration, Arts and Sciences, Health and Community Services, and the School of Speech Communication on the Firelands Campus. Courses are offered in disciplines including accounting, art, biology, broadcasting, business, chemistry, computer sciences, economics, education, English, finance and insurance, French, geography, industrial education and technology, journalism, legal studies, management, mathematics, philosophy, physics, popular culture, speech, statistics, and theatre.

Since Firelands Campus is a college of Bowling Green State University, course work can usually be transferred to other colleges and universities without difficulty, not only in Ohio, but nationally as well.

MAJOR AREAS OF STUDY

The following major fields of study are offered by Bowling Green State University. In most instances, the first two years of preparation for these majors are available at the Firelands Campus.

Listed within each grouping is the address of the Program Advisement Office for the college on the Bowling Green Campus. Students who anticipate completing the baccalaureate degree from Bowling Green State University should take advantage of the advising opportunities within the college offering the major field of interest.

COLLEGE OF ARTS AND SCIENCES

Program Advisement Office
205 Administration Building
372-2015

Afro-American Studies
American Studies
Art
Art History
Asian Studies
Biological Sciences
 Microbiology
Business Administration
Chemistry
Classical Studies
Computer Science
Creative Writing
Economics
English
Environmental Studies
Film Studies
French
Geography
Geology
 Geochemistry
 Geophysics
 Paleobiology
German
History
Home Economics
 Fashion Merchandising
 Food Science and Nutrition
 Interior Design
 Textiles and Clothing
International Studies
Latin
Latin American Studies
Mathematics
Music
Philosophy
Physics
Political Science
Popular Culture
Pre-Professional Programs
 Pre-Dental
 Pre-Engineering
 Pre-Law
 Pre-Medical
 Pre-Mortuary Science
 Pre-Occupational Therapy
 Pre-Optometry
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Veterinary Medicine

Psychology
Russian
Russian Studies
Sociology
Spanish
Speech Communication
 Communication Disorders
 Radio-TV-Film
 Theatre
 Interpersonal and Public Communication

COLLEGE OF BUSINESS ADMINISTRATION

Program Advisement Office
371B Business Administration Building
372-2747

Accounting
Administrative Management
Advertising
Business Pre-Law
Economics
Environmental Administration
Executive Secretarial
Finance
General Business
Health Care Administration
Human Resource Management
Industrial Labor Relations
Information Systems
Insurance
International Business
Journalism
 Broadcast Journalism
 Magazine Journalism
 News Editorial
 Photojournalism
 Public Relations
Marketing Research
Operations Research
Organization Development
Procurement and Materials Management
Production and Operations Management
Public and Institutional Administration
Retailing
Secretarial Administration
Selling and Sales Management
Statistics

COLLEGE OF EDUCATION

Program Advisement Office
365 Education Building
372-0151

Teaching Majors

American Studies
Art
Asian Studies
Biological Sciences
Business Education
 Plan I, with Shorthand
 Plan II, without Shorthand
Chemistry
Communications
Computer Sciences

Distributive Education
Early Childhood Education
Earth Science
Economics
Elementary Education
English
Environmental Science
French
Geography
German
Health
History
Home Economics
 Foods and Nutrition
 Vocational Homemaking and Consumer Education
 Vocational Job Training
Industrial Education and Technology
 Industrial Arts Education
 Vocational-Industrial Education
 Industrial Arts-Special Education
International Studies
Journalism
Latin
Latin American Studies
Library and Educational Media
Mathematics
Physical Education
Physics
Political Science
Psychology
Russian
Science Comprehensive
Social Studies
Spanish
Speech
Speech and Hearing Therapy
Teachers of Deaf and Hard of Hearing Children
Teachers of Educable Mentally Retarded Children
Teachers of Children with Disability and/or Behavioral Disorders

Non-Teaching Majors

Child and Family Development
Dietetics
Restaurant Management-Institutional Food Service
Industrial Technology Programs
 Construction Technology
 Design Technology
 Environmental Technology
 Electronic Technology
 Manufacturing Technology
 Visual Communications Technology
Recreation
 Recreation Administration
 Recreation Leadership
 Outdoor Recreation
 Recreation-Theatre
Teachers of Trainably Mentally Retarded Children (non-certification major)

COLLEGE OF HEALTH AND COMMUNITY SERVICES

Program Advisement Office
Health Center
372-0242

Applied Microbiology
Child and Family Community Services
Criminal Justice
 Corrections
 Law Enforcement
Dietetics (Medical)
Environmental Health
Gerontology
Medical Technology
Nursing
Parasitology and Medical Entomology
Social Work
Speech Pathology and Audiology

COLLEGE OF MUSICAL ARTS

Program Advisement Office
Music Building
372-2181

Church Music
History and Literature
Music Education
Performance Studies
Theory and Composition

GROUP REQUIREMENTS

A university education implies more than the learning of specific skills that can be applied in a career or job. Rapid societal changes and new technological advances create a potential for careers that have yet to be defined. The acquisition of knowledge from broad areas of human learning contribute to the foundation of the well educated person. Through the task of internalizing this knowledge, a process for learning can be developed. This process will contribute significantly to the continuing growth and development of the individual, and, in turn, society in general.

The academic resources of Bowling Green State University and the Firelands Campus are designed to help students discover themselves, their values, their needs, and, through the courses of the Group Requirements, to gain insight into the challenges of becoming aware human beings.

Baccalaureate programs of Bowling Green State University specify which Group Requirements students in each four-year program must satisfy. Designed to contribute to the foundation of the baccalaureate degree programs, the group requirements add breadth to the specialization, or major field, selected by the student. These group requirements are distributed broadly in the areas of language, humanities, social science, and mathematics-physical sciences. Each student must complete a certain number of courses in the various group requirement areas. It is recommended that

students endeavor to complete baccalaureate Group Requirements as nearly as possible during the freshman and sophomore years.

A. GROUP REQUIREMENTS: BACHELOR OF ARTS DEGREE

The following Bachelor of Arts degree Group Requirements are offered at Firelands Campus:

Group I. English Composition

ENG 112

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

SPCH 102

Principles of Speech (4) recommended

Group II. Foreign Languages

Twenty credit hours are required from Group II. (See the Bowling Green State University *General Bulletin* for options of proficiency examinations and alternatives for students with four years of a foreign language high school program.)

FREN 101

Elementary French (4)

FREN 102

Elementary French (4)

FREN 103

Elementary French (4)

FREN 201

Intermediate French (4)

FREN 202

Intermediate French (4)

SPAN 101

Elementary Spanish (4)

SPAN 102

Elementary Spanish (4)

SPAN 103

Elementary Spanish (4)

SPAN 201

Intermediate Spanish (4)

SPAN 202

Intermediate Spanish (4)

Group III. Mathematics and Science

Twelve credit hours are the minimum requirements from Group III, including at least two laboratory courses.

BIOL 101

Man and His Environment (5) (lab)

BIOL 104

Basic Biological Principles (5) (lab)

BIOL 201

Concepts in Biology (5) (lab)

BIOL 202
Concepts in Biology (5) (lab)

BIOL 203
Concepts in Biology (5) (lab)

CS 101
Introduction to Computing I (5)

CS 102
Introduction to Computing II (5)

CS 201
Computer Organization and Programming I (4)

CS 203
Logical Foundations of Computing (4)

CHEM 100**
Introduction to Chemistry (4)

CHEM 111
Elementary Chemistry (4) (lab)

CHEM 112
Elementary Chemistry (4) (lab)

CHEM 121
General Chemistry (5) (lab)

CHEM 122
General Chemistry (5) (lab)

CHEM 123
General Chemistry (5) (lab)

CHEM 213
Bio-Organic Chemistry for Non-Science Majors (4) (lab)

GEOG 125#
Weather and Climate (4) (lab)

GEOG 126#
Vegetation and Soils (4) (lab)

GEOG 127#
Landform Development Distribution (4) (lab)

GEOL 100**
Introduction to Geology (4)

GEOL 103
Earth Materials (4) (lab)

GEOL 104
Our Changing Landscape (4) (lab)

GEOL 105
Our Prehistoric Earth (4) (lab)

GEOL 210
Introduction to Astronomy (4)

**Science courses numbered "100" do not apply to a student's total hours for graduation if credit for the introductory lab course in the same science has been granted.

#GEOG 125, 126, and 127 will meet a science requirement, but can not be used to meet the laboratory science requirement.

One of the following:

1. Three-and-one half years of high school mathematics or equivalent.
2. Three years of high school mathematics and either CS 100 or CS 101.
3. MATH 115
Introduction to Statistics (5) or
MATH 122
Finite Mathematics (5) or
MATH 124
Basic Calculus (5) or
MATH 130
Precalculus Mathematics (5).
4. MATH 121
Topics in Modern Mathematics (5) or
MATH 110 (5)
College Algebra (5) and
PHIL 205
Logic (4) or
CS 100
Computer Basics (4) or
CS 101
Introduction to Computing (5).

NOTE: High school mathematics means college-preparatory mathematics

Group IV. Social Sciences

Each student is required to complete six courses selected from at least three of these areas, with at least three courses in one area.

ECON 200
Introduction to Economics (4)

ECON 201
Principles of Economics (4)

ECON 202
Principles of Economics (4)

GEOG 121
World Geography I (3)

GEOG 122
World Geography II (3)

GEOG 225
Economic Geography (4)

GEOG 230
Cultural Geography (5)

HIST 151
Emergence of Human Society (4)

HIST 152
The Rise of the West (4)

HIST 153
Europe in the Modern World (4)

HIST 205
The United States to 1877 (4)

HIST 206
The United States since 1877 (4)

HIST 280
Asian Civilization (4)

POLS 101
Introduction to Political Science (4)

POLS 201
American Government: Processes (4)

POLS 202
American Government: Functions (4)

PSYC 201
General Psychology (5)

SOC 101

Principles of Sociology (4)

SOC 202

Social Problems (4)

SOC 231

Cultural Anthropology (4)

Group V. Art, Literature, Music, Popular Culture, Philosophy, Speech

Each student in the Bachelor of Arts degree program is required to complete one course in literature and four additional courses from at least two of the following areas:

ART 101

Introduction to Art (3)

ART 102

Art Fundamentals (5)

ART 145

History of Western Art I (3)

ART 146

History of Western Art II (3)

ART 147

History of Western Art III (3)

ENG 150

Response to Literature (4)

ENG 161-162-163

World Literature (4 each)

ENG 200

Literature:(sub-title) (4)

ENG 202

Introduction to Poetry (4)

ENG 203

Introduction to Drama (4)

ENG 204

Introduction to Fiction (4)

PHIL 100

Experiments in Philosophy (4)

PHIL 101

Introduction to Philosophy (4)

PHIL 202

Ethics (4)

PHIL 204

Aesthetics (4)

PHIL 205

Intro. to Logic (4)

PHIL 207

Man and Society (4)

PHIL 230

The Logic of Science (4)

POPC 160

Intro. to Popular Culture (4)

THEA 141

The Theatre Experience (4)

THEA 202

Oral Interpretation (4)

B. GROUP REQUIREMENTS: BACHELOR OF ARTS IN COMMUNICATION**Group I. Communication****ENG 112**

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

SPCH 102

Principles of Speech Communication (4)

THEA 202

Oral Interpretation (4)

Group II. Language

Same as foreign language group requirements listed under Bachelor of Arts degree group requirements.

Group III. Mathematics and Science

Two courses including one laboratory from biological sciences, chemistry, geology, mathematics, or physics. See listing under Group III, Bachelor of Arts degree, for available courses.

Group IV. Social Sciences

Three courses in two of the following areas must be completed: economics, geography, history, political science, psychology, sociology. See listing under Group IV, Bachelor of Arts degree, for available courses.

Group V. Humanities

Three courses in at least two of the following areas must be completed: art, literature (American, English, or foreign), film, music, philosophy, popular culture, theatre. See listing under Group V, Bachelor of Arts degree, for available courses.

C. GROUP REQUIREMENTS: BACHELOR OF FINE ARTS

Each student in the fine arts baccalaureate program (art, history, ceramics, crafts, design, drawing, painting, and sculpture) must complete the Group Requirements listed below as nearly as possible in the freshman and sophomore years.

Group I. English Composition**ENG 112**

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

Group II. Foreign Languages

Same as foreign language group requirements listed under Bachelor of Arts degree group requirements.

Group III. Biological Sciences, Chemistry, Geology, Mathematics, Physics

Each student must complete two courses in one or more of the subjects listed under Group III, Mathematics and Science, Bachelor of Arts degree. At least one of the science courses must include laboratory experience.

Group IV. Social Sciences

Students must complete at least three courses in one or more of the subjects listed under Group IV, Social Science, Bachelor of Arts degree.

Group V. Art, Music, Philosophy, Speech

Each student must complete five courses in this area, at least one from each of the four disciplines. See listing of acceptable art, philosophy, and speech courses in Group V, requirements for Bachelor of Arts degree.

D. GROUP REQUIREMENTS: BACHELOR OF LIBERAL STUDIES

Due to the nature of the liberal studies program, no specific group requirements must be completed for the degree. Basic requirements are:

ENG 112

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

Admission to the degree program upon completion of at least 45 hours of credit with a 2.0 ("C") accumulative grade point average.

No more than 40 credit hours in any one department within the College of Arts and Sciences.

No more than 30 credit hours of non-arts and sciences courses applied to the program.

Further information may be secured from the College of Arts and Sciences Program Advisement Office.

E. GROUP REQUIREMENTS: BACHELOR OF SCIENCE

Each student in the science baccalaureate programs should complete the Group Requirements as nearly as possible in the freshman and sophomore years.

The following Bachelor of Science degree Group Requirements are offered at Firelands Campus:

Group I. English Composition

ENG 112

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

SPCH 102

Principles of Speech (4)

Group II. Foreign Languages

Same requirements as described in Group II, Bachelor of Arts degree.

Group III. Biological Sciences, Chemistry, Computer Science, Geology, Mathematics, Physics

A student is required to complete a minimum of 65 hours of credit in two or more of these fields including:

1. A major in biological sciences, chemistry, computer science, geology, mathematics, physics, or psychology.

2. A minimum proficiency in mathematics equivalent to MATH 131.

3. A laboratory sequence in one of the sciences (check with the College of Arts and Sciences for approved courses).

Group IV. Social Sciences

Each student is required to complete four courses in one or more of the areas indicated in Group Requirements, Bachelor of Arts degree.

Group V. Art, Literature, Music, Philosophy, Popular Culture, Speech

Each student for the Bachelor of Science degree is required to complete one course in literature and three additional courses from at least two of the areas listed under Group V, Bachelor of Arts Group Requirements. It is recommended that philosophy be taken to meet one of the course areas.

F. GROUP REQUIREMENTS: BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

The following Bachelor of Science in Business Administration Group Requirements are offered at Firelands Campus:

Group I. Communication Arts

ENG 112

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

A minimum of one of the following communication courses is required:

SPCH 102

Principles of Speech (4)

THEA 202

Oral Interpretation (4)

IPCO 203

Small Group Communication (4)

IPCO 204

Argumentation: Inquiry (4)

IPCO 205

Advanced Public Speaking (4)

Group II. Mathematics, Science, and Quantitative Measurements

1. MATH 124

Basic Calculus I (5) and

MATH 125

Basic Calculus II (5) or

MATH 131

Analytical Geometry and Calculus (5) and

MATH 231

Analytical Geometry and Calculus (5)

2. STAT 111
Elementary Statistical Methods I (5)
3. INFO 160
Intro. to Computers (4)
4. Eight credits from any of the following:
Science (lab or non-lab). See science listings in Bachelor of Arts Group Requirements III.
OR
MATH at 200 level or above (excluding MATH 210, 231, 241, 242)
OR
CS 101, 102, 201, 203.

Group III. Social and Behavioral Sciences

Each student is required to complete 12 credit hours from any of the following areas: geography, history, political science, psychology, and sociology.

See Bachelor of Arts, Group IV specific courses for these areas.

Group IV. Humanities

Each student is required to complete eight credit hours from areas of art, foreign language, literature, music, philosophy, popular culture, and theatre.

Group V. Non-Business Electives

Each student is required to complete 15 to 19 additional hours in non-business fields. It is recommended that students discuss selection for Group V requirements with their academic adviser. Students, for example, may wish to broaden their education in psychology or foreign languages or computer science to fulfill Group V non-business electives.

Group VI. Pre-Professional Core

By the end of the sophomore year, each student in the baccalaureate program in business administration is required to complete the following courses (20 credits):

- ACCT 221
Principles of Accounting (4)
- ACCT 222
Principles of Accounting (4)
- ECON 201
Principles of Economics (4)
- ECON 202
Principles of Economics (4)
- STAT 212
Elementary Statistical Methods II (4)

G. GROUP REQUIREMENTS: BACHELOR OF SCIENCE IN EDUCATION

The following Bachelor of Science in Education Group Requirements are offered at Firelands Campus:

Group I. Composition, Literature, and Speech

- ENG 112
Varieties of Writing (4) or
- ENG 113
Writing with Creative Emphasis (4)
- SPCH 102
Principles of Speech (4)

In addition, student is required to complete a course in English literature from the list of Group V requirements, Bachelor of Arts degree.

Group II. Science and Mathematics

Most secondary education majors are required to take 14 credit hours from Group II, including at least two different sciences or a science and a mathematics. (See listing in Group III, Bachelor of Arts degree). Elementary education majors must take two physical sciences plus the following:

MATH 241

Mathematics for Elementary Teachers (5) and
MATH 242

Mathematics for Elementary Teachers (4)
BIOL 101

Man and His Environment (5) or
BIOL 104

Basic Biological Principles (5)

Group III. Social and Behavioral Sciences

Most secondary education majors must complete 14 hours of course work in the social sciences from the following areas: economics, geography, history, legal studies, political science, psychology, and sociology. Elementary and special education majors should check program outlines for specific requirements.

See Bachelor of Arts, Group IV, for specific courses for these areas. The course work must be in at least two social science areas and be in addition to PSYC 201 (5), which is required for the professional education sequence.

Group IV. Fine and Applied Arts

Most secondary education majors are required to complete nine hours of credit in one or more of the following fields: art, business education, crafts, drama (including radio and television), foreign language, home economics, industrial education and technology, library science, literature, modern dance, music, and philosophy. Elementary and special education majors are required to complete ART 101.

See the Bachelor of Arts degree, Group V, for specific course offerings for these areas at Firelands Campus.

Group V. Other Requirements

In addition to the above requirements, two full weeks of field experience are required before the end of the junior year. These experiences should be done at one year intervals. Check with the Program Advisement Office for additional information.

H. GROUP REQUIREMENTS: BACHELOR OF SCIENCE, COLLEGE OF HEALTH AND COMMUNITY SERVICES

Group I: Communications

ENG 112

Varieties of Writing (4) or

ENG 113

Writing with Creative Emphasis (4)

Courses in English Composition (beyond ENG 112), speech, rhetoric-communications, or a foreign language. A minimum of two courses totaling eight credit hours must be completed.

Group II. Natural Sciences and Mathematics

A minimum of two courses totaling eight hours must be completed. Areas available include: biology, chemistry, geology, mathematics, PHIL 303, physics.

Group III. Behavioral/Social Sciences

A minimum of two courses totaling eight credit hours must be completed. Areas available include: economics, geography, history, political science, psychology, sociology.

Group IV. Humanities

A minimum of two courses totaling eight credit hours must be completed. Areas available include: ART 101, art history, English literature, music theory and appreciation, philosophy, popular culture, speech, theatre.

Group V. Applied Arts and Sciences

A minimum of two courses totaling eight credit hours must be completed. Integrative courses in health and community services, business administration, education, industrial technology, home economics, military science, computer science, statistics, health and physical education/physical education and recreation, and other non-major technical and applied programs. Consult the College of Health and Community Services for approved courses.

ASSOCIATE DEGREE PROGRAMS

Three associate degrees are offered by Firelands Campus. Pre-baccalaureate students may enroll in the Associate of Arts program. This degree may also serve as a terminal program for those who do not plan to complete a baccalaureate degree at a four-year campus.

The Associate of Applied Business and Associate of Applied Science degrees are primarily intended to prepare students for employment directly upon graduation. Although termed career education, they are articulated with similarly oriented four-year programs, and a student may expect to continue toward a baccalaureate degree with little or no loss of credit.

Students who seek an associate degree must complete both general requirements and specific requirements for the degree sought.

GENERAL REQUIREMENTS

A candidate for an associate degree at Firelands Campus must satisfy the following general requirements:

- A. Earn a minimum of 93 hours of credit with at least a 2.0 ("C") accumulative grade point average.
- B. Earn at Firelands Campus a minimum of 30 credit hours of the final 36 hours counting toward the degree.
- C. Fulfill the stated requirements of one of the degree programs.
- D. Apply for graduation under the schedule listed earlier in this *Bulletin*.

ASSOCIATE OF ARTS REQUIREMENTS

This degree is awarded to a student who completes one of the prescribed curricula, including Group Requirements listed below and complies with general degree requirements cited above.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of

the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required.

Mathematics/Science

Each student must complete a minimum of 15 credit hours in mathematics and science.

Social Science

Each student must complete a minimum of 15 credit hours in courses designated social science.

Fine and Applied Arts

Each student must complete a minimum of 15 credit hours in courses designated fine and applied arts including one course in English literature.

Physical Education

Three academic quarters of physical education (HPE 100) are required of each student for a minimum of three credits. This requirement may be waived for a student who has attained the age of 21 at the time of initial registration, by written statement from a personal physician, or if a veteran of the military service. Exemption from physical education does not excuse a student from meeting the 93 quarter hours minimum graduation requirement.

A. HUMANITIES

This degree program provides the foundation of a Bachelor of Arts program with concentrations in approved humanities areas within the framework of Firelands Campus course offerings.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete both (A) and (B) below. Fifteen hours minimum.

A. One of the following:

Three and one-half years of high school mathematics or equivalent proficiency as demonstrated on a placement test; MATH 122, or 124 or 130;

MATH 121 and PHIL 205, or CS 100 or CS 101

Three years of high school mathematics and CS 100 or 101.

B. At least eight hours of laboratory courses in the same science elected from:

biological sciences, computer science, chemistry, geology, and physics.

Social and Behavioral Science

Each student must complete a minimum of 15 hours from at least two departments including a minimum of eight hours in one department.

Eligible departments include: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 28 hours from at least three of the following departments: art, English, philosophy (except PHIL 205 used to apply to mathematics/science requirements), and speech. One course in English literature must be included.

Other Requirements

Each student must complete three hours in HPE 100.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

Mathematics elective (5)

Science (8-10)

Social Science (8)

Fine and applied arts (8)

HPE 100

General Physical Education (3)

SPCH 102

Principles of Speech Communication (4)

Electives (8-10)

Total number of hours (48-56)

Second year

English literature (4)

Social science (7)

Fine and applied arts (16)

Electives (18)

Total number of hours (45)

B. LIBERAL STUDIES

This curriculum permits the undecided student to sample a variety of disciplines while insuring a well-rounded background in preparation for continuing study. A student can obtain a degree in liberal studies and a foundation in journalism or another profession or a two-year terminal degree.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete a minimum of 15 hours in at least two sciences or a science and a mathematics combination.

Social and Behavioral Sciences

Each student must complete a minimum of 15 hours chosen from the following departments: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from the following departments: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. One course in English literature must be completed.

Other Requirements

Each student must complete three hours in HPE 100. In addition, each student must complete 24 hours at the 200 level.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

Mathematics/science (10)

Social science (8)

Fine and applied arts (7)

HPE 100

General Physical Education (3)

SPCH 102

Principles of Speech Communication (4)

Electives (6-8)

Total number of hours (42-48)

Second Year

English literature (4)

Mathematics/science (5)

Social science (7)

Fine and applied arts (4)

Electives (25)

Total number of hours (45)

C. SCIENCE

The program provides the foundation for a Bachelor of Science degree in such areas as biological sciences, computer science, chemistry, geology, physical geography, mathematics, and physics.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete a minimum of 30 hours including a concentration of four courses in a major field and two courses in a cognate field. Eligible departments include: biological sciences, computer science, chemistry, geology, physical geography, mathematics, and physics. MATH 130 or 131, depending on a student's preparation, is required.

Social and Behavioral Science

Each student must complete a minimum of 21 hours including PSYC 201 and courses from at least two other departments. Eligible departments include: economics, geography, history, political science, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from at least two of the following departments: art, English, philosophy, and speech. One course in English literature must be included.

Other Requirements

Each student must complete three hours in HPE 100.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

MATH 130

Precalculus Mathematics (5) or

MATH 131

Calculus and Analytic Geometry (5)

Science (15)

Social science (8)

Fine and applied arts (7)

HPE 100

General Physical Education (3)

SPCH 102

Principles of Speech Communication (4)

Electives (4-8)

Total number of hours (50-58)

Second Year

English literature (4)

Science (15)

PSYC 201

General Psychology (5)

Social science (7)

Fine and applied arts (4)

Electives (10)

Total number of hours (45)

D. SOCIAL SCIENCE

This curriculum offers the foundation of a Bachelor of Arts degree program with concentrations in approved social science areas chosen from Firelands courses.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete both (A) and (B) below. Fifteen hours minimum.

A. One of the following:

Three and one-half years of high school mathematics or equivalent proficiency as demonstrated on a placement test;
MATH 122, or 124, or 130;
MATH 121 and PHIL 205, or CS 100 or CS 101;
Three years of high school mathematics and CS 100 or 101.

B. At least eight hours of laboratory courses in the same science elected from:
biological science, computer science, chemistry, geology, and physics.

Social and Behavioral Science

Each student must complete a minimum of 28 hours from at least three departments including an approved concentration. Eligible departments include: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from at least two of the following departments: art, English, philosophy (except PHIL 205 used to apply to mathematics/ science requirements), and speech. One course in English literature must be included.

Other Requirements

Each student must complete three hours in HPE 100.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours. A student planning to pursue a baccalaureate degree in arts and sciences is encouraged to take a foreign language.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

Mathematics elective (5)

Science (8-10)

Social science (12)

Fine and applied arts (8)

SPCH 102

Principles of Speech Communication (4)

HPE 100

General Physical Education (3)

Electives (4-8)

Total number of hours (48-58)

Second Year

English literature (4)

Social science (16)

Fine and applied arts (3)

Electives (22)

Total number of hours (45)

E. PRE-BUSINESS

This program of study includes the general studies requirements and offers business foundations in mathematics, accounting, economics, and statistics.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test Score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete a minimum of 26 hours including STAT 111 and 212, INFO 160 and one of the following:

A. MATH 124 and 125 and a science (15 hours);

or

B. MATH 131, 231, and 232 (15 hours).

Social and Behavioral Sciences

Each student must complete a minimum of 23 hours including PSYC 201 or SOC 101 and ECON 201 and ECON 202. The remainder may be chosen from the following: geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from at least two of the following departments: art, foreign language, English, philosophy, and speech. One course in English literature must be included.

Other Requirements

Each student must complete ACCT 221, ACCT 222, and HPE 100 (three hours).

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

MATH 124

Basic Calculus I (5) and

MATH 125

Basic Calculus II (5) or

MATH 131

Calculus and Analytic Geometry I (5) and

MATH 231

Calculus and Analytic Geometry II (5)

Science/Mathematics (5)

Social science (8)

Fine and applied arts (8)

SPCH 102

Principles of Speech Communication (4)

STAT 111

Elementary Statistical Methods (4)

HPE 100

General Physical Education (3)

Total number of hours (46-50)

Second Year

English literature

PSYC 201

General Psychology (5) or

SOC 101

Principles of Sociology (4)

INFO 160

Introduction to Computers (4)

ECON 201

Principles of Economics I (4)

ECON 202

Principles of Economics II (4)

ACCT 221

Introduction of Accounting I (4)

ACCT 222

Introduction of Accounting II (4)

Fine and applied arts (3)

Speech communication (4)

Social science (4)

Electives (6-8)

Total number of hours (45-48)

F. ELEMENTARY EDUCATION

This curriculum provides courses prescribed by colleges of education to students seeking certification in elementary education. These courses are those designated for the first two years and insure a broad background of study.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete both (A) and (B) below. Twenty-two hours minimum.

A. MATH 241 (5) and MATH 242 (4);

B. BIOL 101 or 104 (5).

In addition one course from two different physical science departments with a minimum of eight hours chosen from the following: chemistry, geology, physics, and physical geography.

Social and Behavioral Science

Each student must complete all courses listed below plus one additional social science course, except from geography or history. Twenty-nine hours minimum.

GEOG 121, 122 (8)

HIST 205, 206 (8)

HIST 151, 152, or 153 (4)

PSYC 201 (5)

Social science elective (4)

Fine and Applied Arts

Each student must complete ART 101 and an English literature course. Two additional courses must be selected from the following areas: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. Fifteen hours minimum. IPCO 202 and PHIL 205 are recommended.

Other Requirements

Each student must complete the following:

HPE 109, 110 (5)

HPE 100 (3)

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours.

Typical Schedule**First Year****ENG 111**

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

BIOL 101

General Biology (5) or

BIOL 104

Basic Biological Principles (5)

Physical science (4)

GEOG 121

World Geography: Eurasia and Africa (4)

GEOG 122

World Geography: The Americas and the Pacific (4)

HIST 151

The Emergence of Human Society: Continuity and Change (4) or

HIST 152

The Rise of the West: Renaissance to Revolution (4) or

HIST 153

Europe in the Modern World: Dominance and Decline (4)

HPE 109

Personal Health (3)

HPE 110

Community Health (2)

HPE 100

General Physical Education (3)

ART 101

Introduction to Art (3)

SPCH 102

Principles of Speech Communication (4)

Electives (8-10)

Total number of hours (48-54)

Second Year

English literature (4)

MATH 241 and 242

Mathematics for Elementary Teachers (9)

Physical science (4)

HIST 205

The U.S. to 1877 (4)

HIST 206

The U.S. since 1877 (4)

Social science elective (4)

Fine and applied arts (8)

Electives (8)

Total number of hours (45)

G. SECONDARY EDUCATION

Students in this program have the opportunity to complete the general education requirements of colleges of education and to meet major and minor requirements in courses offered at Firelands Campus.

Communications

Each student is required to acquire proficiency in written expression and oral communication. ENG 112 is required. ENG 113 may be taken in place of 112. Those with an American College Test Score of 20 or below must first complete ENG 111. Those with an ACT score of 11 or below will be required to complete both ENG 110 and 111 before taking 112 or 113. Equivalent Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight credit hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation. SPCH 102 is required. Eight hours minimum.

Mathematics/Science

Each student must complete a minimum of 15 hours in at least two sciences or a science and a mathematics combination.

Social and Behavioral Sciences

Each student must complete a minimum of 20 hours, including PSYC 201, chosen from the following departments: economics, geography, history, political science, psychology, and sociology.

Fine and Applied Arts

Each student must complete a minimum of 15 hours from at least two of the following departments: art, business education, English, French, home economics, industrial education and technology, philosophy, Spanish, and speech. One course in English literature must be included.

Other Requirements

Each student must complete three hours in HPE 100. Each student should consult an adviser for information concerning courses required in various secondary teaching fields.

Electives

Each student must select a sufficient number of electives to earn a minimum of 93 hours.

Typical Schedule

First Year

ENG 111

Introductory Writing (4) and/or

ENG 112

Varieties of Writing (4)

Mathematics/science (10)

Social Science (8)

Fine and applied arts (7)

HPE 100

General Physical Education (3)

Electives (major/minor) (16-20)

Total number of hours (48-56)

Second Year

English literature (4)

Mathematics/science (5)

Social science (7)

Fine and applied arts (4)

Electives (major/minor) (25)

Total number of hours (45)

ASSOCIATE OF APPLIED BUSINESS

This degree is awarded to a student who successfully completes the career-oriented programs listed below and the general requirements cited previously. Please note that students with American College Test scores of 21 or above may be excused from the ENG 111 requirement. Students with ACT scores of 11 or below will be required to complete ENG 110 before taking ENG 111. Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation.

A. BUSINESS MANAGEMENT TECHNOLOGY

The two-year business management technology program prepares students for assistant positions in business and industrial establishments, professional and governmental agencies. The program is designed to give students the necessary general business knowledge and skills to attain positions as

management trainees and as assistants in business departments such as production, traffic, personnel, general office, production control, office services, and inventory. Courses in communication, business theory, psychology, sociology, and economics enhance the students' opportunities for career flexibility and advancement. Many college credits received in the two-year program are applicable for transfer should the student decide to continue study toward a four-year degree.

First Year

Fall Quarter

BAT 102

Introduction to Business (4)

BAT 200

Principles of Management (4)

ENG 111

Introductory Writing (4)

MATH 110

College Algebra (5)

Total number of hours (17)

Winter Quarter

BAT 201

Personnel Management (4)

MATH 124

Basic Calculus I (5)

INFO 160

Introduction to Computers (4)

ENG 112

Varieties of Writing (4)

Total number of hours (17)

Spring Quarter

BAT 203

Production Management (4)

BAT 204

Marketing (4)

STAT 111

Elementary Statistical Methods I (4)

MATH 125

Basic Calculus II (5)

Total number of hours (17)

Second Year

Fall Quarter

BUSE 335

Office Systems and Procedures (3)

ECON 201

Principles of Economics (4)

ACCT 221

Introduction to Accounting I (4)

Elective or STAT 212 (4)

Total number of hours (15)

Winter Quarter

BAT 205

Human Relations in Business (4)

ECON 202

Principles of Economics (4)

ACCT 222

Introduction to Accounting II (4)

BA 303

Business Communications (4)

Total number of hours (16)

Spring Quarter

BAT 206

Systems, Standards, and Work Design (4)

BAT 207

Business Finance (4)

LEGS 301

Business Law (4)

Elective—PSYC 201, SPCH 102, or SOC 101 recommended (4-5)

Total number of hours (16-17)

B. COMPUTER SCIENCE TECHNOLOGY

The two-year associate degree program in computer science is designed to prepare the graduate for a position as a programmer/analyst in business, industry, education, government, or public service. The program will provide a solid foundation in basic mathematics, accounting principles, and both oral and written communication skills. The major characteristics of the program are the development of proficiency in computer programming and systems analysis.

The program begins with the presentation of the principles of computer logic and decision-making and progresses into computer languages.

The computer science and computer science technology courses are supported by data processing laboratories where the student applies the techniques learned in the classroom. Each student may elect to conclude his/her program with a field project that will allow application of his/her data processing skills to a practical problem in business, industry, or some other appropriate situation.

The curriculum is designed to decrease emphasis on unit record equipment courses and emphasize electronic data processing.

First Year

Fall Quarter

CS 101

Introduction to Computing I (5)

MATH 110

College Algebra (5) or

BAT 102

Introduction to Business (4)

ENG 111

Introductory Writing (4)

Elective (3-5)

Total number of hours (16-19)

Winter Quarter

CS 102

Introduction to Computing II (5)

MATH 130

Precalculus Mathematics (5)

ENG 112

Varieties of Writing: Business Emphasis (4)

SPCH 102

Principles of Speech (4)

Total number of hours (18)

Spring Quarter

CS 210

Logical Foundations of Computing (4)

CS 360

Techniques of COBOL Programming (4)

STAT 111

Elementary Statistical Methods (4)

Elective (3-5)

Total number of hours (15-17)

Second Year

Fall Quarter

CS 201

Assembler Language Programming (4)

CST 221

Systems and Procedures I (3)

ACCT 221

Introduction to Accounting I (4)

STAT 212

Elementary Statistical Methods II (4)

CST 231

Techniques of RPG Programming (2)

Total number of hours (17)

Winter Quarter

CS 202

Systems Programming (4)

CST 232

Systems and Procedures II (4)

ACCT 222

Introduction to Accounting II (4)

PSYC 201

General Psychology (5) or

SOC 101

Principles of Sociology (4)

Total number of hours (16-17)

Spring Quarter

CS 390

Practicum in Computer Science (1-4)

PSYC 352

Work Effort and Satisfaction (3)

MGMT 300

Introduction to Production and Operations

Management (4)

Electives (6-8)

Total number of hours (14-19)

The work of this program is easily transferrable to the baccalaureate degree in computer science.

C. EXECUTIVE SECRETARIAL TECHNOLOGY

The two-year executive secretarial technology program at Firelands Campus prepares students for secretarial and administrative assistant positions in business and industrial establishments, professional offices, and government agencies. Upon the successful completion of the two-year program, students receive an associate degree in applied business.

The program is designed to give students specific office skills necessary to attain positions as secretaries and/or administrative assistants.

In addition, courses in communication and advanced business theory enhance students' opportunities for career flexibility and advancement. The program is flexible to meet the needs of both beginning and advance secretarial students, and credits received may be applied toward a four-year baccalaureate degree in a related field.

This course of study is intended as a general guide subject to the availability of courses and individual needs of the student. Courses without prerequisites, as identified from the University *General Bulletin*, may be taken at any time during the student's program with approval from the program adviser.

First Year

Fall Quarter

BUSE 101

Business Mathematics (4)

BUSE 111

Beginning Typewriting (3)

BUSE 213

Beginning Shorthand (3)

BAT 102

Introduction to Business (4)

Total number of hours (14)

Winter Quarter

BUSE 112

Intermediate Typewriting (3)

BUSE 211

Office Reproduction (3)

BUSE 214

Intermediate Shorthand (3)

ENG 111

Introductory Writing: Secretarial Emphasis (4)

Total number of hours (13)

Spring Quarter

BUSE 210

Advanced Typewriting (3)

BUSE 215

Advanced Shorthand (3)

BUSE 220

Data Processing I (3)

ENG 112

Varieties of Writing (4)

SPCH 102

Principles of Speech (4)

Total number of hours (17)

Second Year

Fall Quarter

BUSE 230

Records Management (3)

BUSE 311

Dictation and Transcription (3)

BUSE 321

Data Processing II (3)

ACCT 221

Introduction to Accounting I (4)

Elective (3-5)

Total number of hours (16-18)

Winter Quarter

BUSE 312

Advanced Dictation and Transcription (3)

BUSE 240

Business Problems of the Consumer (4)

ECON 200

Introduction to Economics (4)

BA 303

Business Communications (4)

Total number of hours (15)

Spring Quarter

BUSE 314

Internship (1-3)

BUSE 401

Secretarial Administration (5)

LEGS 301

Business Law (4)

Elective (3-5)

Total number of hours (13-17)

The work of this program is easily transferrable to the baccalaureate program in business education. ACCT 222 and three credit hours of HPE 100 are recommended for students who anticipate pursuing the baccalaureate degree.

D. CLERICAL PROGRAM

The one-year clerical program at Firelands Campus prepares students for clerk/typist positions in business and industrial establishments, professional offices, and government agencies.

The program places emphasis on typing and machine transcription. In addition, courses in business mathematics, records management, business communications, and office machines provide the students with the knowledge and skills related to general office duties.

Programs may be arranged so that credits received in the one-year program are transferrable if a student later decides to continue working toward a two- or four-year degree in a related field.

To receive the clerical certificate, the student must successfully complete a comprehensive examination at the conclusion of the course work and have at least a 2.0 average for all work attempted.

Fall Quarter

BUSE 101

Business Mathematics (4)

BUSE 111

Beginning Typewriting (3)

BUSE 230

Records Management (4)

BAT 102

Introduction to Business (4)

Elective (3-4)

Total number of hours (17-18)

Winter Quarter

BUSE 112

Intermediate Typewriting (3)

BUSE 211

Office Reproduction (3)

BUSE 240

Business Problems of the Consumer (4)

ENG 111

Introductory Writing: Secretarial Emphasis (4)

Total number of hours (14)

Spring Quarter

BUSE 210

Advanced Typewriting (3)

BUSE 220

Data Processing I (3)

BUSE 401

Secretarial Administration (5)

SPCH 102

Principles of Speech (Secretarial Emphasis)
(4)

Total number of hours (15)

ASSOCIATE OF APPLIED SCIENCE REQUIREMENTS

This degree is awarded to a student who successfully completes one of the career-oriented programs listed following and the general requirements listed previously. Please note that students with American College Test scores of 21 or above may be excused from the ENG 111 requirement. Students with ACT scores of 20 or below will be required to complete ENG 111 before enrolling in ENG 112. Students with ACT scores of 11 or below will be required to complete ENG 110 before taking ENG 111. Career Planning Profile scores may be used for English placement upon the recommendation of the director of counseling and placement. No more than eight hours of basic writing from ENG 110, 111, 112, and 113 may be applied toward graduation.

A. ENVIRONMENTAL HEALTH

The objective of the curriculum in environmental health is to prepare technicians capable of assisting sanitary engineers, sanitarians, water and sewage treatment plant operators, pollution law enforcement personnel and others directly associated with air, water, solid waste, and environmental sanitation control. Other aspects of public health, land use, and environmental decision-making are included.

The course content is designed to improve communication skills, identify current health and pollution problems, and develop the technical expertise to deal with the control functions of these problems. It is assumed that knowledge and skills learned on the job will further develop specific abilities and result in growth and advancement.

Employment opportunities exist with local, state, and federal health, pollution control, and enforcement agencies. The possibility of

employment by private industrial concerns as a pollution abatement or environmental health technician also exists. Finally, opportunities lie in both public and private research and development activities, including design and refinement of pollution equipment and control processes.

First Year

Fall Quarter

ENVT 160

Environmental Sanitation (3)

CHEM 111

Elementary Chemistry (4) or

CHEM 121

General Chemistry (5)

ENVT 141

Contemporary Problems in Ecology (5)

ENG 111

Introduction to Writing: Technical Emphasis (4)

Total number of hours (16-17)

Winter Quarter

CHEM 112

Elementary Chemistry (4) or

CHEM 122

General Chemistry (5)

AMS 111

Mathematics-Physics I (6)

*ENVT 121

Environmental Law (3)

Total number of hours (13-14)

Spring Quarter

AMS 122

Mathematics-Physics II (6)

ENVT 225

Environmental Health and Protection (3)

ENG 112

Varieties of Writing: Technical Writing (4)

POLS 101

Introduction to Politics (4)

Total number of hours (17)

Second Year

Fall Quarter

ENVT 110

Microbiology for Water and Food (5)

ENVT 260

Air Pollution Surveillance and Control (5)

SPCH 102

Principles of Speech (4)

Total number of hours (14)

Winter Quarter

ENVT 222

Water and Wastewater Treatment (6)

ECON 200

Introduction to Economics (4)

*ENVT 226

Institutional Health and Sanitation (3)

*ENVT 121 and ENVT 226 will be taught in alternate years.

SOC 101

Principles of Sociology (4)

Total number of hours (17)

Spring Quarter

ENVT 270

Health Care Sanitation and Safety Inspection (4)

ENVT 211

Biological Examination of Water and Wastewater (5)

PSYC 201

General Psychology (5)

Elective (1-4)

Total number of hours (15-18)

The work of this program is easily transferrable to the baccalaureate degree in environmental health.

B. ELECTRONICS ENGINEERING TECHNOLOGY

The development of reliable semiconductor and microelectronic devices has led to an explosive growth of applications in the home, business, and industry. An associated growth in demand has resulted for engineering technicians to design, apply, and service these electronic devices and systems.

The associate degree program in electronics engineering technology provides the student with a solid background in mathematics and science upon which to build engineering technology competencies. The technology courses include the basics of electricity and electronics, electrical power systems, communication circuits and systems, electrical instrumentation and measurements, industrial control systems, microwaves, and computer logic and circuitry.

Graduates of this program are qualified to pursue a career in many areas of business and industry such as radio and television, mobile communications, industrial instrumentation, process control, manufacturing of electrical and electronic devices, computer applications and servicing, and the electrical power industry.

Typical occupational titles would be engineering technician, research and development technician, sales representative, customer service representative, electronics instrumentation technician, and junior engineer.

First Year

Fall Quarter

IE&T 104

Design and Engineering Graphics I (4)

IE&T 113

Materials Processing I (4)

AMS 111

Mathematics—Physics I (6)

ENG 111

Introductory Writing: Technical Emphasis (4)

Total number of hours (18)

Winter Quarter

IE&T 114

Materials Processing II (4)

IE&T 147

Electricity (5)

AMS 122

Mathematics—Physics II (6)

ENG 112

Varieties of Writing: Technical Writing (4)

Total number of hours (19)

Spring Quarter

IE&T 191

EPIC—Mechanization (4)

IE&T 148

Electronics (5)

AMS 133

Mathematics—Physics III (6)

Total number of hours (15)

Second Year

Fall Quarter

IE&T 245

Communication Systems (3)

IE&T 247

Electrical Measurements and Instrumentation (5)

CS 101

Introduction to Computing (5)

SPCH 102

Principles of Speech (4)

Total number of hours (17)

Winter Quarter

IE&T 244

Communication Circuits (3)

IE&T 246

Electrical Amplifiers (5)

Electives (8-10)

Total number of hours (16-18)

Spring Quarter

IE&T 248

Industrial Equipment and Controls (5)

IE&T 249

Special Electronic Design Problems (4)

Elective (4)

Total number of hours (13)

The work of this program is easily transferrable to the baccalaureate degree in industrial education and technology.

C. ELECTRO-MECHANICAL TECHNOLOGY

This program of study includes subjects from electrical, electronics, and mechanical fields with supporting courses in applied sciences, materials and material processes, mathematics, technical report writing, mechanical measurements, communications, and industrial management and supervision. Emphasis is placed on the practical application of electro-mechanical devices. Instruction provides preparation for the design, development, and testing of electro-mechanical devices and systems such as automatic control systems and servo-mechanisms.

Graduates from this area of study will find employment as technicians in a variety of manufacturing, service, and research organizations and government agencies. Some may be employed as laboratory technicians in support of scientific research and others may become engineering aides in the electro-mechanical field. Typical occupational titles include development engineering technician, manufacturing process technician, process control systems technician, customer service representative, and sales representative.

First Year

Fall Quarter

IE&T 104

Design and Engineering Graphics I (4)

IE&T 113

Materials Processing I (4)

AMS 111

Mathematics—Physics I (6)

ENG 111

Introductory Writing: Technical Emphasis (4)

Total number of hours (18)

Winter Quarter

IE&T 114

Materials Processing II (4)

IE&T 147

Electricity (5)

AMS 122

Mathematics—Physics II (6)

ENG 112

Varieties of Writing: Technical Emphasis (4)

Total number of hours (19)

Spring Quarter

IE&T 191

EPIC—Mechanization (4)

IE&T 148

Electronics (5)

AMS 133

Mathematics—Physics III (6)

SPCH 102

Principles of Speech (4)

Total number of hours (19)

Second Year

Fall Quarter

IE&T 242

Mechanics (Statics) (4)

IE&T 247

Electrical Measurements and Instrumentation (5)

CS 101

Introduction to Computing (5)

Total number of hours (14)

Winter Quarter

IE&T 216

Metrology (4)

IE&T 243

Strength of Materials (4)

Electives (8-10)

Total number of hours (16-18)

Spring Quarter

IE&T 210

Fluid Systems (3)

IE&T 248

Industrial Equipment and Controls (5)

Electives (4)

Total number of hours (12)

The work of this program is easily transferrable to the baccalaureate program in industrial education and technology.

D. ENGINEERING DESIGN TECHNOLOGY

Because of the nature of the consumer market and the rapid advancement of technology, there exists a great need for industrial and mechanical design personnel within industry. The design of the product which ultimately appears on the market demands only a portion of the designer's time, in preparation. Equally important is the design of the jigs, fixtures, dies, tools, mechanism, and machines necessary to economically produce the product.

Within the engineering design technology curriculum, emphasis is placed on drafting only as a tool of communication. The student receives in-depth experiences in operation, selection, and modification of existing mechanical devices and their applications to new products and machines necessary to produce them.

The student completes the general core of mathematics, physics, communication, humanities, social sciences, and related technical sciences to establish a base for specialization and for future development. Beyond that core, the student takes courses in manufacturing processes, mechanisms, mechanical design, design for production, and computer graphics.

The two-year program in engineering design technology prepares the graduate to enter industry in such positions as design draftsman, developmental laboratory technician, research or engineering assistant, and designer.

First Year

Fall Quarter

IE&T 104

Design and Engineering Graphics I (4)

IE&T 113

Materials Processing I (4)

AMS 111

Mathematics—Physics I (6)

ENG 111

Introductory Writing: Technical Emphasis (4)

Total Number of hours (18)

Winter Quarter

IE&T 114

Materials Processing II (4)

AMS 122

Mathematics—Physics II (6)

IE&T 204

Design and Engineering Graphics II (5)

ENG 112

Varieties of Writing: Technical Writing (4)

Total number of hours (19)

Spring Quarter

IE&T 191

EPIC—Mechanization (4)

AMS 133

Mathematics—Physics III (6)

CS 101

Introduction to Computers (5)

SPCH 102

Principles of Speech (4)

Total number of hours (19)

Second Year

Fall Quarter

IE&T 214

Manufacturing Processes (4)

IE&T 241

Electricity and Electronics (3)

IE&T 242

Mechanics (Statics) (4)

IE&T 201

Mechanical Design (4)

Total number of hours (15)

Winter Quarter

IE&T 202

Mechanical Design II

IE&T 243

Strength of Materials (4)

IE&T 216

Metrology (4)

PSYC 201

General Psychology (5) or

SOC 101

Principles of Sociology (4)

Total number of hours (16-17)

Spring Quarter

IE&T 205

Tool and Die Design (4)

IE&T 206

Jig and Fixtures Design (2)

Electives (8)

total number of hours (14)

The work of this program is easily transferrable to the baccalaureate program in industrial education and technology.

E. MEDICAL RECORD TECHNOLOGY*

The Firelands Campus of Bowling Green State University offers the student of medical record technology preparation for an exciting and challenging allied health career.

This program is designed to prepare individuals in all technical aspects of medical

*Admission to this program is limited. Interested persons should contact the Admissions Office to arrange an interview with the program director.

record keeping: filing; analyzing; coding; researching; preparing statistics; answering subpoenas and correspondence; indexing; auditing; transcribing; and collecting and presenting medical data.

In order to prepare students for possible medical record supervisory positions, workflow, space layout, forms design, confidentiality, job descriptions and procedures, and interviewing techniques are taught.

In addition to the formal classroom instruction, the student participates in directed practices in three area health facilities to gain practical experience in a medical record department. Bowling Green State University and the medical record technology program are affiliated and work closely with these health institutions and medical record practitioners:

Ashland Hospital, Ashland, Ohio

Elizabeth Price, ART

Fisher-Titus Hospital, Norwalk, Ohio

Betty Pickrell, ART

Good Samaritan Hospital, Sandusky, Ohio

Rose Greenawalt, RRA

Lorain Community Hospital, Lorain, Ohio

Susan Fox, RRA

Mansfield Hospital, Mansfield, Ohio

Edythe Waite, RRA

Memorial Hospital, Sandusky, Ohio

Anne Schultz, ART

Parkview Hospital, Toledo, Ohio

Rosemary Braunschweiger, ART

Providence Hospital, Sandusky, Ohio

Sister M. Laura Poplaw, RRA

Riverside Hospital, Toledo, Ohio

Lillian Petree, ART

St. Charles Hospital, Oregon, Ohio

Loma Cole, RRA

St. Joseph Hospital, Lorain, Ohio

Freddie Jones, RRA

St. Vincent Hospital, Toledo, Ohio

Barbara Bruce, RRA

Toledo Hospital, Toledo, Ohio

Virginia Hostetter, ART

Wood County Hospital, Bowling Green, Ohio

Mike Meisle, Assistant Administrator

At the time of graduation, the student receives an Associate of Applied Science degree and is qualified to sit for the national accreditation examination sponsored by the American Medical Record Association (AMRA) and become an Accredited Record Technician (ART). After passage of this examination the student may apply for active membership in this national professional organization, which has over 18,000 members.

The flexibility of the medical record technology program is its own greatest asset. Upon graduation, students may pursue employment in hospitals, clinics, doctors offices, nursing homes, neighborhood health center, health maintenance organizations, and insurance companies. In addition, they may choose to

further their education by obtaining a baccalaureate degree in medical record administration.

First Year

Fall Quarter

ENG 112

Varieties of Writing: Technical Emphasis (4)

MATH 110

College Algebra (5)

MRT 100

Introduction to Medical Record Science I (2)

BIOL 104

Basic Biological Principles (5)

Total number of hours (16)

Winter Quarter

BIOL 331

Human Anatomy and Physiology (5)

MRT 101

Medical Terminology (5)

MRT 111

Medical Record Science I (3)

Elective (4)

Total number of hours (17)

Spring Quarter

BIOL 332

Human Anatomy and Physiology (5)

MRT 112

Medical Record Science II(4)

MRT 102

Medical Transcription (3)

MATH 115

Introduction to Statistics (5)

Total number of hours (17)

Second Year

Fall Quarter

MRT 211

Medical Record Science III (4)

*MRT 201

Directed Practice I (4)

MRT 204

Pathophysiology (5)

SPCH 102

Principles of Speech (4)

Total number of hours (17)

Winter Quarter

*MRT 202

Directed Practice II(4)

SOC 101

Principles of Sociology (4)

INFO 160

Introduction to Computers (4)

PSYC 201

General Psychology (5)

Total number of hours (17)

*Medical record technology students must provide their own transportation to and from directed practice experience. A white uniform and/or lab coat must be worn while working in the health facilities. No remuneration for these courses will be provided by either the directed practice sites or Bowling Green State University.

Spring Quarter

*MRT 203

Directed Practice III (4)

LEGS 301

General Business Law (4)

MRT 212

Medical Record Science IV (4)

Total number of hours (12)

The work of this program is easily transferrable to a baccalaureate degree in medical record administration.

COURSE DESCRIPTIONS

The Arabic number in parentheses immediately following the title of the course indicates the number of hours of credit given for the course.

A course which is preceded by the letter E is offered by the Extension Programs Office in Bowling Green. Requests for scheduling of these courses and/or information concerning them is available from the Program Advisement Office at Firelands Campus or from the Extension Programs Office at Bowling Green Campus.

Courses numbered 300 and 400, but not carrying an E designation, may be scheduled, on demand, by the Assistant Dean's Office at Firelands Campus. For further information concerning these courses please contact the Assistant Dean's Office at Firelands.

APPLIED MATHEMATICS AND SCIENCE (AMS)

Where a course is listed as a prerequisite to another course, a grade of "C" or better is required. This requirement is in the best interest of the student and exceptions are made only with consent of the instructor and the student's adviser.

AMS 100. DEVELOPMENTAL MATHEMATICS (5). A review of basic mathematics including whole numbers, fractions, decimals, square roots, ratio and proportion, the metric system, basic algebra, and plane geometry. Graded on an S/U basis only. Credit for this course does not apply toward graduation if credit for any other AMS or MATH course has been taken.

AMS 111. MATHEMATICS-PHYSICS I (6). Applications of algebra, graphical analysis, logarithms, geometry, and trigonometry; scientific notation, measurement units, computation aids and techniques. Laboratory emphasizes techniques of measurement and application of mathematical ideas. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 100 or passing score on the mathematics placement exam, section I.

AMS 122. MATHEMATICS-PHYSICS II (6). Vectors, kinematics, dynamics, rotational dynamics, statics, conservation laws; application of calculus to maxima and minima, areas, and approximation. Laboratory emphasis on mechanical measurements and devices. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 111 or equivalent.

AMS 133. MATHEMATICS-PHYSICS III (6). Thermal phenomena, wave motion and sound, light and optics, and continued applications from previous mathematics; laboratory emphasizes thermal, sound, and optical measurements and devices. Two 2-hour lectures, two 2-hour laboratories. Prerequisite: AMS 122 or equivalent.

ART

ART 101. INTRODUCTION TO ART (3). Introduction to the basic principles of art form, including experiences with the elements of graphic expression; a foundation course open to any non-major. Two lectures, one 2-hour studio.

ART 102. ART FUNDAMENTALS (5). Introduction to the basic principles of art form, including experiences with the elements of graphic expression; a foundation course open to an art major or minor. Two lectures, three 2-hour studios.

ART 103. DRAWING (3). Observation of natural objects as an aid to expressive draftsmanship. Six studio hours. Prerequisite or parallel: ART 101 or 102.

ART 104. DRAWING (3). ART 103 continued. Principles of pictorial structure. Six studio hours. Prerequisite: ART 103.

ART 112. BEGINNING DESIGN (3). Design theories as a basis for artistic expression. An introduction to three-dimensional design. Six studio hours. Prerequisite or parallel: ART 101, or 102, or consent of instructor.

ART 145. WESTERN ART I (3). History of ancient and early medieval art.

ART 146. WESTERN ART II (3). History of Medieval, Renaissance, Baroque, and Rococo art.

ART 147. WESTERN ART III (3). History of art from the mid 18th century to the present.

ART 205. BEGINNING DRAWING FROM LIFE (3). Principles and practice in creative and structural drawing; development of the concepts and techniques required to accomplish competent graphic expression. Six studio hours. Prerequisite: ART 104.

ART 211. INTERMEDIATE DESIGN (3). Practice in problems of formal design, lettering, and layout. Six studio hours. Prerequisite: ART 101, or 102, or consent of instructor. Offered upon demand.

ART 212. INTERMEDIATE DESIGN (3). Exploration problems with an orientation toward product design. Six studio hours. Prerequisite: ART 104 or consent of instructor. Offered upon demand.

ART 213. INTERMEDIATE DESIGN (3). Studio problems in environmental concepts specifically related to interior and exterior spaces. Six studio hours. Prerequisite: ART 104 or consent of instructor. Offered upon demand.

ART 320. ENAMELING ON COPPER (3). The fundamentals of vitreous enameling techniques on metal, with emphasis on aesthetics and design for plaques, plates, and bowls. Students must pre-register with instructor to order supplies. May be repeated to 6 hours. Six studio hours. Prerequisite: ART 104 or consent of instructor. Offered upon demand.

ART 322. JEWELRY DESIGN (3). Emphasis on centrifugal casting of silver, gold, brass, and bronze jewelry and related objects, using wax, plastic, and organic models. Six studio hours. Prerequisite: ART 321. Offered upon demand.

ART 325. CREATIVE PHOTOGRAPHY (3). The use of photography for the development of personal creative expression. Individual perception, articulation, and interpretation is emphasized. Six studio hours. Prerequisite: ART

101, or 102, or consent of instructor. Offered upon demand.

ART 343. ART FOR ELEMENTARY TEACHERS (3). Experience with art materials and problems based primarily on the needs of children. Not open to art majors. Offered upon demand.

ART 371. BEGINNING WATERCOLOR PAINTING (3). Exploration of technical possibilities of watercolor as a medium. Six studio hours. Prerequisites: ART 104 and 112. Offered upon demand.

ART 372. ADVANCED WATERCOLOR PAINTING (3). ART 371 continued, stressing the aesthetic and technical approach. Six studio hours. May be repeated to 9 hours. Prerequisite: ART 371. Offered upon demand.

ART 373. BEGINNING OIL PAINTING (3). Individual problems chosen or assigned to acquaint the student with the possibilities and limitations of the oil medium as a means of achieving expressive art form. Six studio hours. Prerequisite: ART 104 and 112. Offered upon demand.

ART 374. OIL PAINTING (3). ART 373 continued with attention to individual approach. Six studio hours. May be repeated to 9 hours. Prerequisite: ART 373. Offered upon demand.

ART 441. AMERICAN ART I (3). History of American art from Colonial through the Hudson River School, emphasizing architecture, painting, and sculpture. Offered upon demand.

ARTS AND SCIENCES (A&S)

A&S 159. INTRODUCTION TO THE LIBRARY (1). Introduction to basic research techniques for freshman and sophomore students including information retrieval, use of basic reference sources and materials. Available for S/U credit only. Credit not applicable to library science majors and minors. All the research will be done for a term paper although a completed paper will not be required. A field trip to the Bowling Green Campus library is included.

BIOLOGICAL SCIENCES (BIOL)

BIOL 101. GENERAL BIOLOGY: MAN AND HIS ENVIRONMENT (5). Fundamental principles of biology and their relation to man and his environment. Emphasis on present environmental problems of air, water and land

pollution, human reproduction, population dynamics and modern health problems. Four 1-hour lectures, one 2-hour laboratory. Not accepted toward a biology major or minor.

BIOL 104. BASIC BIOLOGICAL PRINCIPLES (5). A course in fundamental principles and concepts of biology. Four 1-hour lectures, one 2-hour laboratory. Not accepted toward a biology major or minor.

BIOL 106. GENERAL BOTANY AND MICROBIOLOGY (3). Fundamental principles of botany and microbiology at the organismic level; processes, morphology, life cycles and phylogeny of plants and microorganisms. Two lectures, one 2-hour laboratory. May be taken concurrently with BIOL 107.

BIOL 107. GENERAL ZOOLOGY (3). Fundamental principles of zoology at the organismic level; processes, morphology, life cycles and phylogeny of animals. Two lectures, one 2-hour laboratory. May be taken concurrently with BIOL 106.

BIOL 201. CONCEPTS IN BIOLOGY (5). A discussion of fundamental principles and concepts of cell biology, genetics and development. Three 1-hour lectures, two 2-hour laboratories.

BIOL 202. CONCEPTS IN BIOLOGY (5). A discussion of fundamental physiologic systems and the taxonomy and phylogeny of living organism. Three 1-hour lectures, two 2-hour laboratories. Prerequisite: BIOL 201.

BIOL 203. CONCEPTS IN BIOLOGY (5). A discussion of fundamental principles of evolution and ecology. Three 1-hour lectures, one 3-hour and one 2-hour laboratory. Prerequisite: BIOL 202.

BIOL 331. HUMAN ANATOMY AND PHYSIOLOGY (5). Basic anatomy and physiology of skeletal, muscular, and nervous systems. Three 1-hour lectures, two 2-hour laboratories. Prerequisite: BIOL 104 or 202.

BIOL 332. HUMAN ANATOMY AND PHYSIOLOGY (5). Basic anatomy and physiology of circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. Three lectures, two 2-hour laboratories. Prerequisite: BIOL 104.

BUSINESS ADMINISTRATION (BA)

BA 102. INTRODUCTION TO BUSINESS (4). A background for American business-the market,

competition and change, the nature and central role of management, our business environment. Open only to freshmen or sophomores.

BA 303. BUSINESS COMMUNICATIONS (4). Principles of effective communication in writing business messages such as letters, data sheets, and reports. Emphasis is placed upon building oral and written communication skills for use in business and public organizations.

BUSINESS EDUCATION (BUSE)

BUSE 101. BUSINESS MATHEMATICS (4). Mathematics of finance, merchandising, business ownership, taxation, and consumer problems.

BUSE 111. BEGINNING TYPEWRITING (3). Principles of touch typewriting for personal and business use. Four class periods.

BUSE 112. INTERMEDIATE TYPEWRITING (3). Development of skill through improvement of technique and solving special problems. Four class periods. Prerequisite: one year of high school typewriting or BUSE 111.

BUSE 210. ADVANCED TYPEWRITING (3). Typewriting problems and projects with emphasis on office production standards. Four class periods. Prerequisite: two years of high school typewriting or BUSE 112.

BUSE 211. OFFICE REPROGRAPHICS (3). Uses, limitations, costs of modern office reproduction equipment and processes including development of skill in their use. Prerequisite: BUSE 112 or equivalent.

BUSE 213. BEGINNING SHORTHAND THEORY (3). Principles of Gregg Diamond Jubilee shorthand.

BUSE 214. INTERMEDIATE SHORTHAND THEORY (3). A continuation of the principles of Gregg shorthand with an introduction to transcription. Prerequisite: one year of high school shorthand or BUSE 213.

BUSE 215. ADVANCED SHORTHAND THEORY (3). Development of speed in recording dictation and transcribing. Prerequisite: two years of high school shorthand or BUSE 214.

BUSE 220. DATA PROCESSING I (3). Introduction to machine processing of data using various small calculators-rotary, printing, and electronic. Three class periods plus assigned laboratories.

BUSE 230. RECORDS MANAGEMENT (3). Principles of paperwork control in an organization from the creation of records to their final storage or destruction.

BUSE 240. BUSINESS PROBLEMS OF THE CONSUMER (4). Relationship of business practices to consumer activities. Ways of improving standard of living of individuals and groups through developing competencies in buying, using goods and services, money management.

BUSE 311. DICTATION AND TRANSCRIPTION (3). Dictation at high speed rates with emphasis on rapid and accurate transcription. Prerequisite: BUSE 112, 215 or equivalent.

BUSE 312. ADVANCED DICTATION AND TRANSCRIPTION (3). Development of a technical vocabulary, short cuts to speed dictation, and office-style dictation. Prerequisite: BUSE 311.

BUSE 313. SPECIALIZED DICTATION AND TRANSCRIPTION (3). Development of shorthand and transcription competency in working with specialized areas—medical, legal, scientific. Prerequisite: BUSE 312.

BUSE 314. INTERNSHIP IN BUSINESS EDUCATION (1-3). Supervised experience in local offices or businesses. Forty clock hours of work required for each hour of college credit. May be repeated to 3 hours. No more than 1 hour of credit may be granted for work in any one office or business firm.

BUSE 321. DATA PROCESSING II (3). Introduction to punch card and other input-output media in automated data processing. Introduction to computers and computer programming. Three class periods plus assigned laboratories.

BUSE 322. DATA PROCESSING III (3). Principles of electronic data processing and programming. Use of the computer to process business and educational data. Three class periods plus assigned projects. Prerequisites: BUSE 321 or equivalent.

BUSE 335. OFFICE SYSTEMS AND PROCEDURES (3). Analysis of information flow in the office and the role of the worker in the office function. Emphasis is given to considering current problems involving office employees.

BUSE 401. Secretarial Administration (5). An intensive study of the procedures, skills, and knowledge which are the basis for administrative

level positions. Prerequisites: BUSE 210 and 311.

BUSINESS MANAGEMENT TECHNOLOGY (BAT)

Courses in business management technology are not applicable to baccalaureate programs in the College of Business Administration with the exception of BAT 102. Where appropriate, students with credit in business management technology courses may attempt to earn credit-by-examination in similar College of Business Administration courses.

BAT 102. INTRODUCTION TO BUSINESS TECHNOLOGY (4). An introduction to business technical processes including the structure of business and the functions of marketing, production, finance, personnel, and technical processes of control as well as the responsibilities of business.

BAT 200. PRINCIPLES OF MANAGEMENT (4). Introduction to basic concepts, principles, processes, and functions of management and administration. Current practices and problems are used for illustration. Topics grouped for instructional purposes under planning, organizing, leading and controlling. Objectives and decisions receive emphasis throughout.

BAT 201. PERSONNEL MANAGEMENT (4). A study of how management obtains, develops, utilizes and maintains an effective work force. The course includes a survey of recruitment and selection of employees, testing, interviewing, counseling, developing and compensating employees with emphasis on complex human problems that arise in work situations and alternative ways of coping with them.

BAT 203. PRODUCTION MANAGEMENT (4). Analyze operations of the firm. Fundamentals of production, design of production systems, operations, coordination and control of production activity, and major analytical tools for management. Prerequisite or concurrent registration: STAT 111.

BAT 204. MARKETING (4). Introduction to organization, management, and practice of marketing by business firms.

BAT 205. HUMAN RELATIONS IN BUSINESS (4). Analysis of reactions, interactions, attitudes and activities of individuals and groups within a goal-seeking organization. Includes leadership, morale and goal-oriented behavior. Course includes consideration of business relationships among supervisors and subordinates, informal

groups, business and its clients, with emphasis on development of effective human relations.

BAT 206. SYSTEMS, STANDARDS AND WORK DESIGN (4). Effective utilization and measurement of human effort through a study of systems, planning theory, process analysis, methods analysis and job design. Prerequisite: BAT 203.

BAT 207. BUSINESS FINANCE (4). Funds allocation and acquisition process of the firm. Introduction to financial planning, capital budgeting, capital structure, long-term and short-term financing. Prerequisite: ECON 201, ACCT 221.

CHEMISTRY

Students enrolling in chemistry courses should do so at a level appropriate to their previous experience and interest. All courses except CHEM 100 must be taken in sequence, beginning only in the fall quarter.

The CHEM 121-122-123 sequence is the traditional college level chemistry and assumes that the student has had high school chemistry and algebra.

The CHEM 111-112-213 sequence is a less demanding program for nursing, home economics, and some technology majors. It assumes no previous chemistry courses and requires less background in mathematics. Students who do well in CHEM 111 are permitted to continue in the regular program by enrolling in CHEM 122.

CHEM 100 is a terminal course designed for students in business, education and other non-science related programs.

CHEM 100. INTRODUCTION TO CHEMISTRY (4). Principles of chemistry are presented in relationship to show how man used them for his betterment. Designed for the non-science student to help him understand the application of chemistry in the changing world. Four hours of lecture, no laboratory. Not open to a major or minor in chemistry.

CHEM 111. ELEMENTARY CHEMISTRY (4). Three lectures, one 3-hour laboratory. Not accepted toward a chemistry major or minor unless followed by CHEM 122. Prerequisite: two years of high school science and/or mathematics.

CHEM 112. ELEMENTARY CHEMISTRY (4). CHEM 111 continued. For continuation see CHEM 213. Three lectures, one 3-hour laboratory. Prerequisite: CHEM 111 or 121.

CHEM 121. GENERAL CHEMISTRY (5). Three lectures, one recitation, three hours of laboratory. Prerequisite: high school algebra and geometry or equivalent plus high school chemistry, or consent of instructor.

CHEM 122. GENERAL CHEMISTRY (5). CHEM 121 continued. Three lectures, one recitation, three hours of laboratory. Prerequisite: a grade of "C" or better in CHEM 121 or CHEM 111 with consent of instructor.

CHEM 123. GENERAL CHEMISTRY (5). CHEM 122 continued, including qualitative analysis. Three lectures, one recitation, three hours of laboratory. Prerequisite: CHEM 122.

CHEM 201. QUANTITATIVE CHEMICAL ANALYSIS (5). Gravimetric and volumetric analysis. Three lectures, six hours of laboratory. Prerequisite: CHEM 123.

CHEM 213. BIO-ORGANIC CHEMISTRY FOR NON-MAJORS (4). CHEM 112 continued. A brief introduction to organic chemistry and biochemistry. Prerequisite: CHEM 112 or, with consent of instructor, CHEM 123. Not recommended for science majors. Three lectures, one 4-hour laboratory per week.

CHEM 306. ORGANIC CHEMISTRY (5). Survey of organic chemistry: not open to a chemistry major for credit. Four lectures, three hours of laboratory. Prerequisite: CHEM 123 or 133.

CHEM 307. BIOCHEMISTRY (5). An introduction to the structure, chemical and physical properties, and metabolism of bioorganic molecules in living cells. Four lectures, one 3-hour laboratory a week. Prerequisite: CHEM 306 or 345.

NOTE: A student may not receive credit for more than one course in any of the following groups: CHEM 100,111,121; CHEM 112,122.

COMPUTER SCIENCE (CS)

CS 100. COMPUTER BASICS (4). An introduction to computer technology and the related social issues. Students will do some programming using on-line terminals and the BASIC language. Hardware, software, applications in diverse areas. Problems concerning computerized services, data banks, governmental controls. No prerequisite. Not open to students with credit in CS 101 or INFO 160. Credit not applicable toward major or minor in computer science.

CS 101. INTRODUCTION TO COMPUTING I (5). Algorithms; flow charting; basic elements of a higher-level language; introduction to computer organization and machine language. Analysis of several numerical and non-numerical problems and their solutions using a higher level language. Use of an interactive programming system. No prerequisite.

CS 102. INTRODUCTION TO COMPUTING II (5). Continuation of the higher level language introduced in CS 101. Programming projects in several areas, including simulation and string manipulation. Introduction of a second higher level language. Prerequisite: CS101.

CS 180. INTRODUCTION TO PROGRAMMING (1-4). An introduction to programming techniques in a particular language. Credit usually not applicable toward major, minor, or group requirements. May be repeated with consent of department, up to a total of 4 hours credit.

CS 201. ASSEMBLER LANGUAGE PROGRAMMING (4). Basic computer organization; data representations; addressing techniques. System software; bootstrap loaders, assemblers, relocatable loaders. Introduction to the assembler language of a typical large computer. Prerequisite: CS 101 or INFO 160.

CS 202. SYSTEMS PROGRAMMING (4). Continuation of the assembler language introduced in CS 201. Principles of programming: loops, subroutines and macros, recursion, and reentrancy. Assembler construction. Interpreters. Input, output, and backup storage. Channels, interrupts, and I/O software. Prerequisite: CS 201.

CS 210. LOGICAL FOUNDATIONS OF COMPUTING (4). Boolean algebras and minimization techniques. Turing algorithms. Graph theory combinatorics. Introduction to the propositional and predicate calculus. Prerequisite: CS 102.

CS 360. TECHNIQUES OF COBOL PROGRAMMING (4). Detailed study of the COBOL programming language and techniques for its use; execution-time program structures; segmentation; overlays; report generation; table handling; sorting; file handling techniques; comparison with other languages; COBOL standards. Prerequisites: CS 102 or INFO 160.

CS 390. PRACTICUM IN COMPUTER SCIENCE (1-4). Intended primarily for students working in an industrial internship program. A written report is required. In some cases, an oral

presentation will also be requested. Available for S/U only. May be repeated up to a total of four hours credit. Prerequisite: consent of department.

COMPUTER SCIENCE TECHNOLOGY (CST)

CST 221. SYSTEMS AND PROCEDURES I (3). Analysis of business information systems with consideration given to designing a business system, file design, and audit controls. Techniques for implementing basic systems such as principles of flowcharting, systems documentation, and business forms control. Two hours of lecture, two hours of laboratory. Prerequisite: knowledge of a programming language.

CST 231. TECHNIQUES OF RPG PROGRAMMING (2). Basic elements in programming techniques using the RPG II language. Further work on file organization, table look-up, JCL, chaining, records, and error analysis. A problem-oriented language to maximize time spent on solutions rather than machine characteristics.

CST 232. SYSTEMS AND PROCEDURES II (4). Continued study of principles in the design and applications of data processing systems in business. Analysis of cost controls, operations research, and the integrated management information system. Two hours of lecture, four hours of laboratory. Prerequisite: CST 221 and CS 360, or consent of instructor.

ECONOMICS (ECON)

ECON 200. INTRODUCTION TO ECONOMICS (4). Alternative economic goals: economic growth, full employment, price stability, fair income distribution, economic security, economic freedom, consumer sovereignty, efficiency. Not open to the student who is required to complete ECON 201.

ECON 201. PRINCIPLES OF ECONOMICS (4). Nature of economics; fundamentals of supply and demand; national income and employment; the banking system; monetary and fiscal policy; economic growth and stabilization. Prerequisite: sophomore standing.

ECON 202. PRINCIPLES OF ECONOMICS (4). ECON 201 continued. Theory of price and product market analysis; factor markets and distribution of income; international economics; current economic problems and public policy. Prerequisite: sophomore standing.

EDUCATION CURRICULUM AND INSTRUCTION (EDCI)

EDCI 091. READING IMPROVEMENT (3). Principles underlying efficient reading applied in daily practice; designed to improve skills involved in comprehension, vocabulary, study techniques, and rate of purposeful reading on the college level. Credit earned in this course is recorded on the student's permanent record but is not applied to meeting the total hours of credit required for graduation. Laboratory fee of \$35.

ENGLISH (ENG)

ENG 110. DEVELOPMENTAL WRITING (4). Writing with emphasis upon mechanics, sentence structure, and paragraph construction; skill in developing paragraphs or short compositions of about 200 words. Placement on the basis of ACT scores and essay.

ENG 111. INTRODUCTORY WRITING (4). Spontaneous and structured essay writing with emphasis on basic writing skills. Placement by ACT scores and essay or successful completion of ENG 110.

ENG 112. VARIETIES OF WRITING (4). Development of writing skills, including documentation, with specific subject sub-titles (Creative Writing, American Values in Transition, for example). Placement by ACT scores and essay or successful completion of ENG 111.

ENG 113. WRITING WITH CREATIVE EMPHASIS (4). Practice in expository writing with supplemental practice in writing short fiction and poetry. Can be substituted for ENG 112.

ENG 150. RESPONSE TO LITERATURE (4). An introductory course designed for all students; response to themes in poetry, drama, fiction, non-fiction, and other literary types. Accepted toward English major or minor as an elective. No prerequisite.

ENG 161. WORLD LITERATURE (4). Masterpieces of world literature of ancient Greece and Rome including such authors as Homer, the Greek tragedians, Plato, Virgil, Petronius, and St. Augustine. No prerequisite.

ENG 162. WORLD LITERATURE (4). Masterpieces of world literature of Medieval and Renaissance periods including such authors as Dante, Boccaccio, Erasmus, Cellini, and Cervantes along with anonymous romances and epics. No prerequisite.

ENG 163. WORLD LITERATURE (4). Masterpieces of world literature of Neo-Classical, Romantic, and Modern periods including such authors as Voltaire, Moliere, Goethe, Balzac, Flaubert, Chekhov, Dostoevski, Kafka, and Sartre. No prerequisite.

ENG 200. LITERATURE: (sub-title) (4). A course organized on a single topic, such as Black Literature, Women in Literature, Science Fiction, Literature and Film, Poetry and Music. Can be repeated once for credit if topic is different. Accepted toward the English major or minor as an elective. Prerequisite: ENG 112 or 113.

ENG 202. INTRODUCTION TO POETRY (4). Study of poetry as a type of literature through a selection of great poems, past and present. Prerequisite: ENG 112. Designed for English majors and minors.

ENG 203. INTRODUCTION TO DRAMA (4). Study of drama as a type of literature through a selected group of representative plays, past and present. Prerequisite: ENG 112. Designed for English majors and minors.

ENG 204. INTRODUCTION TO FICTION (4). A study of fiction designed to develop appreciation of the short story and the novel as literary forms. Prerequisite: ENG 112. Designed for English majors and minors.

ENG 205. THE CRAFT OF POETRY (4). An introductory literature course in which traditional and contemporary poetry is studied with emphasis on the way the poetry is made. Though required for majors and minors in the B.F.A. creative writing program, course fulfills the same requirements as ENG 202. Prerequisite: ENG 112 or 113.

ENG 206. THE CRAFT OF FICTION (4). A look at the way fiction works, the impulses creating it, how it turns out. Emphasis on style and form in traditional and contemporary fiction as a way of understanding meaning. Though required for English majors and students in the B.F.A. creative writing program, course fulfills the same requirements as ENG 204. Prerequisite: ENG 112 or 113.

ENG 207. INTERMEDIATE WRITING (4). Primarily advanced exposition. Prerequisite: ENG 112 or 113.

ENG 208. CREATIVE WRITING (4). Supervised writing in both poetry and fiction, with group discussion and concentration on the shorter forms. May be repeated once. Prerequisite: ENG 112 or 113.

ENG 251. WRITING ABOUT FILMS (4). A writing course in which the same amount of writing is included as in ENG 207, but it deals entirely with film theory, films, film scripts, novels on which films are based, and film reviews. Equivalent of ENG 207. Prerequisite: ENG 112 or 113.

ENG 301. SHAKESPEARE (4). Representative comedies, history plays, tragedies and tragicomedies, and the sonnets. Prerequisite: any 200-level literature course.

ENG 303. AMERICAN LITERATURE TO 1850 (5). Roots of American literary traditions and growth of national independence of expression; religious, political, and philosophical sources of American imagination, based on texts of representative writers including Edwards, Paine, Irving, Cooper, Poe, Bryant, Emerson, Thoreau, and Hawthorne. Prerequisite: any 200-level literature course.

ENG 304. AMERICAN LITERATURE: 1850-1900 (5). Literary patterns of idealism, skepticism, and emergent materialism in American literature from approximately 1850 to 1900. Based on texts of representative writers such as Melville, Whitman, Dickinson, Twain, James, and Howells, plus such literary movements as local-colorism and realism. Prerequisite: any 200-level literature course.

ENG 305. AMERICAN LITERATURE: 1900 TO PRESENT (5). Rise of naturalism and new directions in American writing from 1900 to the present. Concentration on representative authors of the period, with attention to Imagism, Harlem Renaissance, 1930's Social Protest, and Post World War II writing. Prerequisite: any 200-level literature course.

ENG 306. THE BIBLE (5) The *English Bible* as a literary classic and its development and influence on literary culture. Prerequisite: any 100 or 200-level literature course.

ENG 307. GREAT BOOKS (4). Masterpieces selected from such authors as Confucius, Lucretius, Plutarch, Aurelius, Erasmus, Voltaire, Hugo, Gogol, and Nietzsche, read in translation, with concern for uses of literature and its influence on English and American cultural traditions. Prerequisite: any 200-level literature course.

ENG 308. CREATIVE WRITING (5). Imaginative writing with attention to fiction and poetry. Class discussion and individual conferences. Prerequisite: a grade of "B" or better in ENG 208 or with approval of instructor. May be repeated once.

ENG 309. ENGLISH LITERATURE SURVEY TO 1660 (5). Major authors in the context of the major literary traditions from Anglo-Saxon times through the age of Milton. Emphasis on the developing ideas made memorable by their expression in literature. Prerequisite: any 200-level literature course.

ENG 310. ENGLISH LITERATURE: 1660-1824 (5). Major authors in the context of the major literary traditions from the Restoration through the Romantic age. Though a continuation of ENG 309, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

ENG 311. ENGLISH LITERATURE SURVEY: 1824 TO PRESENT (5). Major authors in the context of the major literary traditions from the Victorian age to the present. Though a continuation of ENG 309 and 310, this course need not be taken in sequence. Prerequisite: any 200-level literature course.

ENG 320. MODERN POETRY (4). A study of English and American poetry and European poetry in translation, from 1900 to 1945 with emphasis on those writers and works most significantly influencing the development of poetic forms. Prerequisite: any 200-level literature course.

ENG 323. MODERN FICTION (4). A study of fiction, with emphasis on the novel, including American and English works as well as works in translation, from 1900 to 1945, with particular attention to those works which represent the development of the forms of fiction. Prerequisite: any 200-level literature course.

ENG 325. MODERN DRAMA (4). Drama as a literary form through critical consideration of representative modern continental, English, and American plays to 1945. Prerequisite: any 200-level literature course.

ENG 342. CHILDREN'S LITERATURE (5). Wide reading and evaluation of books for children from nursery school through junior high school with emphasis on novels, folklore, informational literature, poetry, and bibliographical sources. Not open to a student with credit for L&EM 342. Prerequisite: junior standing in one's college

ENG 372. LITERATURE OF MINORITIES (5). Survey of minority literary expression-its aims, methods and accomplishments. Prerequisite: any 200-level literature course or permission of instructor.

ENG 423. WOMEN'S STUDIES IN LITERATURE (4). Selected topics such as

women poets or women novelists, depiction of women in works by men, feminist criticism. Primary concern with British and American writers. May be repeated to 8 hours if topics are different. Prerequisite: any 200-level literature course.

ENVIRONMENTAL HEALTH (ENVT)

ENVT 110. MICROBIOLOGY FOR WATER AND FOOD (5). An introduction to the fundamentals of microbiology. Special emphasis on drinking water and dairy foods. Three hours of lecture, four hours of laboratory. Prerequisite: CHEM 112 or 122, and one course in biology.

ENVT 121. ENVIRONMENTAL LAW (3). Discussion of basic foundations of environmental law. Deals with historic precedents, current legislation, environmental impact statements and how to testify in a court of law.

ENVT 141. CONTEMPORARY PROBLEMS IN ECOLOGY (5). Biological implications of man's effect on the environment. Introduction to environmental problems of air, water, and land pollution as they relate to the environmental technologist.

ENVT 160. ENVIRONMENTAL SANITATION (3). Introduction to epidemiology, communicable disease control, individual sewage treatment, food and milk sanitation, weed and vector control, and public health planning and administration. Three hours of lecture and field study.

ENVT 211. BIOLOGICAL EXAMINATION OF WATER AND WASTEWATER (5). Quantitative and qualitative analysis of bacteria, algae, and common aquatic organisms in water, wastewater, and bottom materials. Three hours of lecture and four hours of laboratory. Prerequisite: ENVT 110.

ENVT 222. WASTEWATER TREATMENT (6). Introduction to the elementary engineering aspect of wastewater collection, removal, treatment, and disposal. Five hours of lecture, three hours of laboratory, and field study. Prerequisite: ENVT 110, and CHEM 112 or 122.

ENVT 225. ENVIRONMENTAL HEALTH AND PROTECTION (3). Basic concepts in solid and liquid waste disposal; sources, forms, effects, meteorology, and standards of air pollution; radiation uses and protection. Three-hour lecture, laboratory, and field study.

ENVT 226. INSTITUTIONAL HEALTH AND SANITATION (3). Elementary inspection techniques of recreation areas, marinas, housing, schools, temporary residences, trailer parks, and migrant labor facilities.

ENVT 260. AIR POLLUTION SURVEILLANCE AND CONTROL (5). Introduction to the fundamentals of air pollution surveillance, monitoring, analysis, and control. Three hours of lecture, four hours of laboratory or field study. Prerequisites: ENVT 225, CHEM 111 and 112 or CHEM 121 and 122, and AMS 111 and 122.

ENVT 270. HEALTH CARE SANITATION AND SAFETY INSPECTION (4). Introduction to environmental health and safety in health care facilities. Includes administration, environmental sources, infection control, fire safety, patient and employee safety, occupational health, and inspection techniques.

ENVT 290. EXPERIMENTAL STUDIES IN THE ENVIRONMENT (1-4). Environmental study projects, workshops, seminars and computer simulation classes dealing with air, water or land resource utilization and planning.

ENVT 291. STUDENT INTERN PROGRAM (6). Ten weeks of paid field work in environmental health under the supervision of a regulatory agency or a private industrial concern and the director of environmental health at Firelands Campus. Prerequisite: permission of supervisor.

EXPERIMENTAL STUDIES (EXPR)

The experimental studies program provides the student with an opportunity to earn college credit for unique experiences not otherwise provided by campus programming. Consult the Firelands Coordinator of Experimental Studies for program and registration details.

EXPR 101,301. SEMINAR (4). Offered on various topics. May be repeated to 16 hours.

EXPR 201,401. INDEPENDENT STUDIES (1-16). Research or a project designed by the student under the general supervision of a faculty member. Open to any sophomore, junior, or senior.

FINANCE AND INSURANCE (FIN)

FIN 300. BUSINESS FINANCE (4). Acquisition and allocation of funds in the business enterprise. Fundamentals of financial analysis,

current assets management, capital budgeting, financial structure, dividend policy, types of security contracts, and short-term financing. Prerequisites: ECON 202 and ACCT 222.

FIN 330. PRINCIPLES OF INVESTMENT (4). Survey of the investment process as related to commitment of funds in securities. Risks and rewards of different investment media. Fundamentals of investment analysis, investment timing, portfolio construction, and supervision. Prerequisite: FIN 300 or permission of instructor.

FIRELANDS (FIRE)

FIRE 100. GROW SEMINAR (1). A developmental experience course for entering freshman. As the title indicates, the seminar focuses on growth in many dimensions: self-awareness, academic skills, social skills, leadership and decision-making. Graded on an S/U basis only.

GEOGRAPHY (GEOG)

GEOG 121. WORLD GEOGRAPHY I: EURASIA AND AFRICA (4). Geographical analysis of selected topics in Asia, Africa, and Europe. The ecological aspects of the cultural, political, and economic problems of these regions are emphasized. Open only to freshmen and sophomores.

GEOG 122. WORLD GEOGRAPHY II: THE AMERICAS AND THE PACIFIC (4). Analysis of aspects of geography concerned with man and his interrelationships with his physical environment. Open only to freshmen and sophomores.

GEOG 125. WEATHER AND CLIMATE (4). Fundamentals of physical geography with emphasis on earth-sun relationships, elements of weather and climate, and climatic types and their distribution. Three 1-hour lectures, one 2-hour laboratory.

GEOG 126. VEGETATION AND SOILS (4). Fundamentals of physical geography with emphasis on distribution and classification of vegetation and soil and the representation of the earth on maps. Three 1-hour lectures, one 2-hour laboratory.

GEOG 127. LAND FORM DEVELOPMENT AND DISTRIBUTION (4). Fundamentals of physical geography with emphasis on processes of land form development, world-wide

distribution of land forms, and physiographic features and regions of the U.S. Three one-hour lectures and one two-hour laboratory. Prerequisite: GEOG 126.

GEOG 213. METEOROLOGY (4). Fundamental physical processes of the atmosphere and their relationship to the daily weather pattern. Prerequisite: GEOG 125 or consent of the instructor.

GEOG 225. RESOURCE DISTRIBUTION AND ECONOMIC ACTIVITY (4). Systematic study of world distribution of the primary, secondary, and tertiary activities of mankind with emphasis on geographic and economic factors affecting the distribution and location of economic activity.

GEOG 230. CULTURAL GEOGRAPHY (5). Introduction to cultural geography stressing definition of cultural elements of the landscape and their distribution and interpretation.

GEOG 347. AFRICA (4). A regional study of Africa and the geographic factors influencing development of the African countries.

GEOLOGY (GEOL)

GEOL 100. INTRODUCTION TO GEOLOGY (4). The earth; physical and historical geology; and the economic, social, and philosophic aspects of the subject matter. Not open to a geology major or minor.

GEOL 103. EARTH MATERIALS (4). Introduction to common rocks and minerals and their mode of occurrence and origin. Three lectures, one 2-hour laboratory; one field trip is required. Credit is not given for both GEOL 100 and 103.

GEOL 104. OUR CHANGING LANDSCAPES (4). Survey of the physical processes operating on and in the earth and of the land forms and geologic structures developed. Three lectures, one 2-hour laboratory; one field trip is required. Credit is not given for both GEOL 100 and 104.

GEOL 105. OUR PREHISTORIC EARTH (4). Principles of stratigraphy, time, and evolution upon which the reconstruction of geologic history is based. Three lectures, one 2-hour laboratory; one field trip is required.

GEOL 205. GEOLOGIC HISTORY OF MAN (4). Evolution, classification, distribution, paleoecology, and geologic history of prehistoric hominids. Four lectures.

GEOL 210. INTRODUCTION TO ASTRONOMY (4). Description and discussion of the solar system, local stars and clusters, nebulae, galaxies, and the universe; modern cosmogonies and the limitations for the existence and evolution of life; and methods of celestial observations.

GEOL 304. GEOLOGY OF THE NATIONAL PARKS (5). Survey of the regional geology of the U.S. as illustrated in the national park system. Four lectures, one 2-hour laboratory. Prerequisite: GEOL 100, or 103, and 104.

GEOL 305. LIFE OF THE GEOLOGIC PAST (5). A study of the progressive development of life as illustrated by fossils. Four lectures, one 2-hour laboratory. One field trip required. Not open to geology majors in the B.S. degree program. Credit is given for either GEOL 302 and 303, or GEOL 305, but not for both.

GEOL 418. GEOLOGY OF OHIO (4). Survey of the bedrock and surficial geology of Ohio, with consideration of the state's economic mineral resources. Three lectures, one 2-hour laboratory. Three full-day field trips are required. Credit not given for the M.S. degree in geology. Prerequisites: GEOL 100, or GEOL 103 and 104, and GEOL 105.

HEALTH AND PHYSICAL EDUCATION (HPE)

HPE 100. GENERAL PHYSICAL EDUCATION (1). Each freshman must complete three units from a wide selection of activities such as golf, tennis, swimming, etc. Two hours a week.

HPE 109. PERSONAL HEALTH (3). A basic course in personal hygiene.

HPE 110. COMMUNITY HEALTH (2). A basic course in all aspects of community health.

HPE 313. ADVANCED FIRST AID AND SAFETY EDUCATION (4). Emphasis on accident prevention and emergency care of injuries and sudden illness. Satisfactory completion results in Red Cross Certification in Advanced First Aid and Emergency Care.

HPE 314. FIRST AID—INSTRUCTOR'S COURSE (2). Leads to American Red Cross First Aid Instructor's certificate. Prerequisite: junior standing and current Red Cross Standard and Advanced Certificates.

HISTORY (HIST)

HIST 101. THE STUDY OF HISTORY (4). Designed to be a cornerstone in a student's general education, this course stresses concepts and skills rather than chronology. The student will learn why history is important as a way of thinking and how the historian's explanation of human behavior through time links the perspectives and findings of other fields of study.

HIST 151. THE EMERGENCE OF HUMAN SOCIETY: CONTINUITY AND CHANGE (4). A comparative study of the cultural patterns and problems from Paleolithic cave to medieval castle which laid the foundations of modern civilization.

HIST 152. THE RISE OF THE WEST: RENAISSANCE TO REVOLUTION (4). Transformation of European society: institutional and ideological change, the rise of the West to world power.

HIST 153. EUROPE IN THE MODERN WORLD: DOMINANCE AND DECLINE (4). Impact of the political and industrial revolution on European society and culture; 19th century expansion and 20th century retreat from world power; the rise of totalitarianism and world conflict.

HIST 205. THE UNITED STATES TO 1877 (4). A survey of the political, constitutional, economic, and cultural development of the U.S. from its early settlement to the close of the Civil War.

HIST 206. THE UNITED STATES SINCE 1877 (4). HIST 205 continued. Surveys the reconstruction period, growth of American industry; agricultural problems, progressive movement, World War I, postwar economic problems, New Deal, World War II, and aftermath.

HIST 280. ASIAN CIVILIZATION (4). A broad survey of history and civilizations of the major countries of Asia from the beginning to the present. Designed especially for beginners.

HIST 306. HISTORY OF OHIO (4). Precolonial background, early exploration, and settlement; Northwest Territory; Ohio in the French and Indian War, American Revolution, and War of 1812; Ohio's place in national development.

HIST 419. THE WESTWARD MOVEMENT IN AMERICA (4). Historical development of the Trans-Mississippi west during the nineteenth century, with emphasis on the American Indian.

territorial expansion, sectional conflict, and economic development.

HIST 421. AMERICAN COLONIAL HISTORY, 1492-1763 (4). European backgrounds of American history, establishment of European settlements and institutions, emergence of colonial culture, conflict between France and England for the New World.

HIST 422. THE AMERICAN REVOLUTIONARY ERA, 1763-1815 (4). Causes, course, and consequences of the War for Independence; the organization of government and the emergence of a national party system; economic, social, and diplomatic problems of the young Republic.

HIST 438. U.S. FOREIGN POLICY SINCE 1917 (4). An examination of the development of U.S. foreign policy from World War I to the present, with particular emphasis on the influence of ideas, institutions, and public opinion on the shaping of America's response to world problems. Considerable attention to America's role in World War II, the development of the Cold War, and American-Asian relations.

HIST 470. MODERN RUSSIA, 1825-1945 (4). Traces revolutionary origins; Russia's social, economic, political position in the 19th and 20th centuries.

HOME ECONOMICS (HOEC)

HOEC 101. CLOTHING (3). Fundamentals of clothing construction using commercial patterns. One 1-hour period, two 2-hour periods. May be waived, see advisor.

HOEC 105. PERSONAL AND FAMILY RELATIONSHIPS (4). Growth and development of the college student as an individual and in social relationships in the family, college, community; activities and functions of the present-day family.

HOEC 120. SURVEY OF CHILD AND FAMILY COMMUNITY SERVICES (3). An introductory survey of the institutions serving young children and families. Consideration of the principles underlying effective services, including the qualifications and preparation essential for professional work with people. Two hours of lecture, two hours of participation. Offered on demand.

HOEC 205. HOME MANAGEMENT (4). The effect of values and philosophy on decisions regarding the use of family resources; time, energy, knowledge, ability, skills, and attitudes

as they are used to achieve family goals. Principles of work simplification, history of discipline, and evaluation in home management. Offered on demand.

HOEC 320. INFANT DEVELOPMENT (3). Growth and development from prenatal stages through the toddler stage. Prerequisite: PSYCH 201.

HOEC 406. HOUSING THE FAMILY (4). Procuring, maintaining, financing, and adapting housing for families with varying living patterns. House design and structure; site and neighborhood planning; government role in housing.

INDUSTRIAL EDUCATION AND TECHNOLOGY (IE&T)

IE&T 104. DESIGN AND ENGINEERING GRAPHICS I (4). Design as a process and engineering graphics as a vehicle to communicate problem solutions. Design analysis, sketching, and instrument drawing applied to design problems involving industry and technology. Two hours of lecture, five hours of laboratory.

IE&T 113. MATERIALS PROCESSING I (4). Processing equipment, methods, operations, procedures, and design utilized in the production of non-metallic products; raw materials sources; and methods of conversion. Two hours of lecture, five hours of laboratory.

IE&T 114. MATERIALS PROCESSING II (4). A study of material properties, fabricating equipment, and methods and procedures utilized in the production of metallic products. Two hours of lecture, five hours of laboratory.

IE&T 147. ELECTRICITY (5). Electron theory; DC and AC electrical units and concepts; circuit components; transformers, motors, and generators; RLC circuits; power circuit concepts; 3 phase electric power; introduction to the use of electrical instruments. Two hours lecture, six hours of laboratory. Prerequisite: AMS 110 or equivalent.

IE&T 148. ELECTRONICS (5). Electronics is that branch of technology which deals with the use of electronic devices to process, store, and transmit information. IE&T 148 is an introductory study of the physical bases of electronic devices, terminal characteristics of electronic devices, and of the use of electronic devices to accomplish meaningful tasks. Analog and digital, signal and power, simple and complex

applications are discussed and analyzed. Two hours of lecture, six hours of laboratory. Prerequisite: IE&T 147 or permission of instructor.

IE&T 152. INTRODUCTION TO TECHNOLOGY—THE MAN-MADE WORLD (3). Through active participation in a variety of technology problem solving activities, students are introduced to principles and developments which consider technology as shaper of the man-made world, man's career and other roles, and the future.

IE&T 191. ENERGY, POWER, INSTRUMENTATION, AND CONTROL—MECHANIZATION (4). Study of mechanization through the examination of energy conversion into useful electrical, fluid, or mechanical power and associated transmission, instrumentation, and controlling devices. Experiences in research and experimentation requiring analysis and diagnosis of automated systems. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 201. MECHANICAL DESIGN I (4). Design and selection of mechanical elements, fasteners, power transmission devices, hydraulic systems, and tools and dies. Standard manuals, commercial catalogs, and technical publications are utilized. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 133 or concurrent registration.

IE&T 202. MECHANICAL DESIGN II (4). A continuation of Mechanical Design I. Consideration of economy, loading conditions, stresses, deformation, fits and finishes in design. Two hours of lecture, five hours of laboratory. Prerequisite: IE&T 201.

IE&T 204. DESIGN AND ENGINEERING GRAPHICS II (5). The application of design analysis and engineering graphics, to problems dealing with mechanical/electrical products or architectural/environmental design. Emphasis is on producing complete sets of working drawings to communicate problem solutions to those involved with the production of the product or system. Prerequisite: IE&T 104 or equivalent.

IE&T 205. TOOL AND DIE DESIGN (4). Study of the importance and economies of tool design for mass production. Major areas include the layout and design of cutting tools, gauges, simple jigs, fixtures, and dies. Two hours of lecture, five hours of laboratory. Prerequisite: IE&T 204.

IE&T 206. JIG AND FIXTURE DESIGN (2). Continued application of the principles of jig and fixture design, including drilling, milling, welding,

and inspection fixtures; standard drill jigs, and economies of jigs and fixtures. One hour of lecture, three hours of laboratory. Prerequisite: IE&T 204.

IE&T 210. FLUID SYSTEMS (3). A study of the basic components of hydraulic and pneumatic systems as used for industrial power control and transmission. Two hours of lecture, three hours of laboratory. Prerequisite: AMS 122 or permission of instructor.

IE&T 211. MANUFACTURING PROCESSES I—FORMING (4). An introduction to both traditional and non-traditional forming processes. Topics include spinning, casting, die-casting, forging, and extruding. Two hours of lecture, five hours of laboratory.

IE&T 212. MANUFACTURING PROCESSES II—COMBINING (4). Topics include traditional joining processes such as electric arc, inert gas, submerged arc, and oxygen-acetylene welding; and non-traditional processes such as plasma arc, explosive, laser ultrasonic, and electron beam methods of combining materials. Two hours of lecture, five hours of laboratory.

IE&T 213. NON-TRADITIONAL MANUFACTURING PROCESSES III (4). An introduction to non-traditional machining processes including numerical control, EDM, ECM, laser machining, ion machining, and ultrasonic machining. Two hours of lecture, five hours of laboratory.

IE&T 214. MANUFACTURING PROCESSES (4). Processing methods, equipment, tooling organization, and control employed in production of metallic and non-metallic products. Two hours of lecture and five hours of laboratory. Prerequisites: IE&T 113 and 114, or equivalents.

IE&T 215. METALLURGY (4). Introduction to the basic concepts of physical metallurgy and heat treatment of metals. Topics include metal structure, alloys, tempering, tool steels, and powder metallurgy. Two hours of lecture, five hours of laboratory.

IE&T 216. METROLOGY (4). Study of instruments and machines for measuring dimensions and surface finishes of machine parts to meet established standards. Discussion of the concepts and procedures involved in quality control and inspection. Two hours of lecture, five hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 217. PRODUCTION PLANNING AND CONTROL (4). Detailed study of various production activities and the problems

associated with them through the use of case studies and personal experiences of guest speakers.

IE&T 218. MANAGEMENT AND SUPERVISION

(3). Discussions of the responsibilities of management and supervision within the manufacturing industries. Topics include organization, duties and responsibilities, human relations, training, promotion, quality and quality control, and management-employee relations.

IE&T 235. CONSTRUCTION TECHNOLOGY

(4). An introduction to the construction industry encompassing residential, commercial, industrial, and civil areas, emphasis on codes, plans, specifications, construction methods, materials, and equipment used and elements of project control.

IE&T 241. ELECTRICITY AND ELECTRONICS

(3). Investigation of many topics in electricity and electronics of interest to students majoring in related technical areas. Content ranges from basic electricity to communication, power systems, and instrumentation. Two hours of lecture, three hours of laboratory.

Prerequisite: AMS 111.

IE&T 242. MECHANICS-STATICS (4). An application of the laws of static equilibrium to various coplanar and noncoplanar force systems. Algebraic and graphical vector methods of analysis cover structures, machines, trusses, friction, centroids, and moment of inertia. Prerequisite: AMS 122.

IE&T 243. STRENGTH OF MATERIALS (4). A comprehensive study of simple and combined stresses, deformation, shear, torsion, and deflection of machine parts and structural members. Three hours of lecture, two hours of laboratory. Prerequisite: IE&T 242.

IE&T 244. COMMUNICATION CIRCUITS (3). An introduction to fundamental communication circuits. Topics include amplifiers, oscillators, communication components, and principles of receivers and transmitters. Two hours of lecture, three hours of laboratory. Prerequisite: IE&T 245.

IE&T 245. COMMUNICATIONS SYSTEMS (3). Applications of the principles of communications circuits to large and complex systems. Techniques of transmission and radiation of electromagnetic energy applied to pulse, television, and microwave systems. Two hours of lecture, three hours of laboratory. Prerequisite: AMS 111 or equivalent.

IE&T 246. ELECTRONIC AMPLIFIERS (5). A study of representative principles of electronic amplification including experience in the techniques and skills required for the use and understanding of the devices encountered in electronic amplification and amplifiers. Three hours of lecture and five hours of laboratory. Prerequisite: IE&T 148.

IE&T 247. ELECTRICAL MEASUREMENTS AND INSTRUMENTATION (5). A study of electrical measurement and instrumentation devices, transducers, and elements; the principles underlying their design, use, and relationships. Three hours of lecture, five hours of laboratory. Prerequisite: IE&T 148.

IE&T 248. INDUSTRIAL EQUIPMENT AND CONTROLS (5). Basic elements of automation and industrial control principles. Includes discussion and application of typical devices such as time control switches, motor controls, servomechanisms, and photoelectric switches. Three hours of lecture, five hours of laboratory. Prerequisite: IE&T 247 or permission of instructor.

IE&T 249. SPECIAL ELECTRONIC DESIGN PROBLEMS (4). A study of new materials, techniques, components, and devices which may have significant influence on the electronics industry. Digital and analog IC's are stressed. Individual design problems encourage students to develop practical competencies. Six hours of recitation-laboratory. Prerequisite: IE&T 246 or permission of instructor.

IE&T 288. FIELD EXPERIENCE (2). Individual observation and participation at various levels and in representative programs in career and technology education. Graded on S/U basis only.

IE&T 289. COOPERATIVE INTERNSHIP-BASIC (5). Work and study in business, industry, service, or a government agency in a department-approved 12-week full-time position related to the student's intended area of concentration. Prerequisite: consent of department.

IE&T 290. EXPERIMENTAL STUDIES IN INDUSTRIAL EDUCATION AND TECHNOLOGY (1-4). Experimental study projects, seminars, and workshops dealing with topics in industrial education and technology.

IE&T 301. ARCHITECTURAL GRAPHICS (5). Architectural design and construction and the development and use of elevation, plan, detail, and perspective drawings in planning and designing residential, business, and industrial

structures. Two 1 hour lectures and two 3-hour laboratories. Prerequisite: IE&T 104 or permission of instructor.

IE&T 305. TECHNICAL ILLUSTRATION (4).

The study of technical illustration for design presentation, assembly, repair, and advertising. Experiences with a variety of equipment, materials, and techniques to accomplish various industrial purposes. Two 1-hour lectures, one 2-hour and one 3-hour laboratory. Prerequisite: IE&T 104 or permission of instructor.

IE&T 318. SURVEYING PRACTICE (5).

Methods and procedures of surveying: field and office procedures for recording and reduction of data. Surveying applications to construction. Prerequisite: competency with high school algebra and trigonometry.

IE&T 381. PHOTOGRAPHY (4).

Camera principles, portraiture, pictorial, composition, lighting, developing, printing, enlarging, and photo-finishing techniques. Two 1-hour lectures, one 2-hour and one 3-hour laboratory.

JOURNALISM (JOUR)

JOUR 103. INTRODUCTION TO MASS

COMMUNICATIONS (4). Survey of modern journalism, including the newer mass communications media. Role and influence of the press, radio, television, and related fields of advertising and public relations.

JOUR 105. MASS COMMUNICATIONS

THEORY AND PRINCIPLES (4). Survey of techniques of print and audio-visual journalism, including language usage, article and publication organization, photography, graphic design, film, television, and multi-media presentations.

JOUR 117. VISUAL IMPACT IN

COMMUNICATIONS (3). Survey and analysis of visual communications techniques and applications, including photography, graphic design, film, television, and multi-media presentations.

JOUR 300. INTRODUCTION TO

JOURNALISTIC WRITING (4). Practice in the basic forms of newspaper, magazine, broadcasting, and public relations writing. Prerequisite: grade of "C" or better in JOUR 103 or 105.

JOUR 306. INTRODUCTION TO

PHOTOJOURNALISM (4). Emphasis on function of pictures in newspapers, magazines,

television, advertising. Practice in picture taking and darkroom procedures. One lecture and one 3-hour laboratory. The student furnishes camera and some materials.

LEGAL STUDIES (LEGS)

LEGS 301. GENERAL BUSINESS LAW (4).

Historical, political, economic background to the study of business law. Origin, development, fundamentals of contracts. Economic role of contracts in facilitating goods and services. Prerequisite: junior standing.

LIBRARY AND EDUCATIONAL MEDIA (L&EM)

L&EM 203. INTRODUCTION TO

LIBRARIANSHIP (4). Survey of profession of librarian-media specialist, types of library-media centers, jobs performed, professional literature and organizations, history of libraries and materials.

MANAGEMENT (MGMT)

MGMT 300. INTRODUCTION TO PRODUCTION AND OPERATIONS

MANAGEMENT (4). Operations of the firm; fundamentals of operations research; design of production systems; operation, coordination, and control of production activity; major analytical tools for management; plant projects. Prerequisite: STAT 212 or equivalent.

MGMT 305. PRINCIPLES OF ORGANIZATION AND MANAGEMENT (4).

Fundamentals of organization theory; objectives, policies, decision-making authority, executive development, leadership, communication, attitude, and effective human relations as they are related to management principles. Not open to business majors.

MARKETING (MKT)

MKT 300. MARKETING (4). An introduction to the marketing of goods and services from producer to consumer. Considers management of marketing activities and institutions.

MKT 340. PERSONAL SELLING (4).

Economic and behavioral relationships among customer needs, buying motives, seller's performance affecting sales of industrial goods, consumer goods, intangibles; theory, principles, role playing in selling.

MATHEMATICS (MATH)

The student should enter the mathematics program at the point most appropriate to his preparation, interests, and course of study. Brief descriptions of the various options given below and the mathematics placement exam are designed to facilitate the choice of courses by the student and the adviser.

MATH 131-231-232 is the traditional calculus sequence for the well-qualified student and is a prerequisite for all upper division mathematics courses. MATH 130 is intended for the student who has an inadequate mathematics background for this sequence.

MATH 124-125 is a concept-oriented calculus and linear algebra sequence for students in the social and managerial sciences designed to prepare them for math-oriented courses in their areas.

MATH 121 and 122 are terminal courses designed to expose the student to selected topics in modern mathematics which lend themselves to treatment at a relatively unsophisticated level. These courses are not sequential.

Where a course is listed as a prerequisite to another course, a grade of "C" or better is required. This requirement is in the best interest of the student and exceptions are made only with the consent of the instructor and the Chair of the Natural and Social Sciences Department.

MATH 110. COLLEGE ALGEBRA (5). A study of algebra through the equivalent of high school advanced algebra. Includes such topics as the real number system, fractions and graphs, exponential and logarithmic functions, systems of equations and inequalities, polynomials, and sequences. Prerequisite: AMS 100 or passing score on the mathematics placement exam, section I.

MATH 115. INTRODUCTION TO STATISTICS (5). Description of data, binomial and normal distributions, estimation and testing of hypotheses for means and propositions, simple one way analysis of variance. Prerequisite: three years of high school mathematics, MATH 090, or AMS 100.

MATH 121. TOPICS IN MODERN MATHEMATICS (5). The language of sets, introductory logic, number systems, and other topics. Not open to the student who presents three or more years of high school mathematics or who has credit for any other college mathematics courses. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I.

MATH 122. FINITE MATHEMATICS (5). Logic; set theory; finite probability theory; vectors, matrices, and other applications in probability theory. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I.

MATH 124. BASIC CALCULUS I (5). Graphs, lines, functions, and differential calculus for functions of one variable, including application. Not intended for students in physical sciences. Not open to students with a grade of "C" or

better in MATH 131. Prerequisite: MATH 110 or a passing score on the mathematics placement exam, section II. Recommended prerequisite: MATH 130 or AMS 121.

MATH 125. BASIC CALCULUS II (5). Integral calculus, exponential and logarithm functions, partial derivatives, and matrix algebra. Prerequisite: either a grade of "C" or better in MATH 124, or a grade of "D" or better in MATH 131.

MATH 130. PRECALCULUS MATHEMATICS (5). Real and complex number systems, functions, coordinate geometry, and trigonometry. Not open to the student who presents four years of high school mathematics and has an ACT score of 26 or higher. Prerequisite: MATH 110 or a passing score on the mathematics placement exam, section II.

MATH 131. CALCULUS AND ANALYTIC GEOMETRY I (5). Plane analytic geometry and differential calculus with applications, including some partial derivatives. Prerequisite: grade of "C" or better in MATH 130 or AMS 121, or a passing score on the mathematics placement exam, section II.

MATH 231. CALCULUS AND ANALYTIC GEOMETRY II (5). Continuation of MATH 131. Integral calculus of functions of one variable. Prerequisite: MATH 131 or 125.

MATH 232. CALCULUS AND ANALYTIC GEOMETRY III (5). Continuation of MATH 231. Additional topics from calculus, analytic geometry, and vectors. Prerequisite: MATH 231.

MATH 233. CALCULUS AND ANALYTIC GEOMETRY IV (4). Differentiation and integration of functions of several variables; infinite series. Prerequisite: MATH 232.

MATH 241. MATHEMATICS FOR ELEMENTARY TEACHERS (5). Numeration systems; set theoretic development of the whole number system; relations; the system of integers. Prerequisite: AMS 100 or a passing score on the mathematics placement exam, section I. Open only to elementary education majors. Not for Arts and Sciences or Business Administration credit.

MATH 242. MATHEMATICS FOR ELEMENTARY TEACHERS (4). Continuation of MATH 241. The rational and real number systems; informal geometry; basic probability. Open only to elementary education majors. Prerequisite: "C" or better in MATH 241. Not for Arts and Sciences or Business Administration credit.

MATH 247. FUNDAMENTALS OF STATISTICAL INFERENCE I (4). Discrete probability models, random variables and distribution functions; sampling theory; problems in statistical inference. Preparation for MATH 347. Prerequisite: MATH 125 or 231.

MATH 291. TOPICS IN MATHEMATICS (1-4). Offered on demand. Courses offered under this number are designed to enrich and broaden the student's view of mathematics by discussing topics not included in existing courses. The scheduling of this course may be initiated by the department or by a group of students with departmental consent. Prerequisite: consent of the instructor.

MATH 332. ELEMENTARY LINEAR ALGEBRA (4). Systems of linear equations, vectors, matrices, determinants, linear transformations, vector spaces \mathbb{R}^2 , \mathbb{R}^3 . Applications. Emphasizes techniques but includes some proofs. Prerequisite: MATH 231 or MATH 125, or consent of department.

MATH 337. DIFFERENTIAL EQUATIONS (4). Equations of first, second, and higher order; linear equations with constant coefficients; series solutions; Laplace transform; numerical methods; applications. Prerequisite: MATH 233 and 332.

MEDICAL RECORD TECHNOLOGY (MRT)

MRT 100. INTRODUCTION TO MEDICAL RECORD SCIENCE I (2). Introduction to the historical development of medicine, hospitals, and accrediting agencies with respect to medical record keeping; and the history of the medical record profession itself. The functions of departments within the hospital organization and medical staff relationships with the medical record department. The ethics of a medical record technologist as a professional. Two-hour lecture.

MRT 101. MEDICAL TERMINOLOGY (5). Vocabulary and terms used by medical personnel; prefixes, suffixes, word roots, and their combining forms, usage, and spelling; specialized terms and systems. Development of a vocabulary in medical and surgical specialties. Five hours lecture.

MRT 102. MEDICAL TRANSCRIPTION (3). Skill in the use of transcription equipment and expansion of medical terminology. Practice in transcribing medical reports and correspondence. One-hour lecture, four hours laboratory. Prerequisite: MRT 101 and typing

proficiency as indicated with a grade of "C" or better in BUSE 112.

MRT 111. MEDICAL RECORD SCIENCE I (3). The functions and relationships of the Medical Record Department. Numbering and filing systems and methods; record storage, retrieval, and retention. Definitions of, standards for, and development of the medical record as to content, format, evaluation, and completion; including source- and problem-oriented records. Record uses, analysis, and types; forms design and control. Two hours lecture, one 2-hour laboratory. Prerequisite: MRT 100 and formal admission to the Medical Record Technology Program.

MRT 112. MEDICAL RECORD SCIENCE II (4). The basic principles of classification and indexing of diseases and operations. Current systems of indexing and coding, including the registers and indexes they generate; maintenance of indexes and registers. Accrediting, approving, licensing and certifying agencies; their requirements for medical records. Three hours lecture, two hours laboratory. Prerequisite: MRT 111.

MRT 201. MEDICAL RECORD DIRECTED PRACTICE I. (4). Supervised learning experience in a medical record department under supervision of an experienced medical record administrator. Admissions procedure, preparations of index cards, charts, correlation of records, coding and indexing by ICDA-8. Sixteen hours laboratory. Prerequisite: BIOL 332, MRT 102 and MRT 112. No remuneration. See policy on transportation and uniforms.

MRT 202. MEDICAL RECORD DIRECTED PRACTICE II (4). Supervised learning experience in a medical record department under the supervision of an experienced medical record administrator. Statistical procedures, daily analysis and record completion procedures, preparing medical abstracts, insurance reports, and answering other medical correspondence. Sixteen hours laboratory. Prerequisite: MRT 201 and 211. No remuneration. See policy on transportation and uniforms.

MRT 203. MEDICAL RECORD DIRECTED PRACTICE III (4). Supervised learning experience in a medical record department under the supervision of an experienced medical record administrator. Legal aspects such as preparation of records for court, taking records to court, releasing of information. Application of state health laws, discharge procedures. Maintenance of diagnostic, operative, physicians

indexes. Sixteen hours laboratory. Prerequisite: MRT 202 and 212. No remuneration. See policy on transportation and uniforms.

MRT 204. PATHOPHYSIOLOGY (5). The study of disordered human functions and systems. The language, causes and types of diseases. Cellular injury, inflammation, metabolic dysfunctions, representative diseases, endocrine imbalance, disturbances in blood and body fluids, hypersensitivity, infectious diseases, physical and chemical injury, hereditary disorders and congenital defects. Five-hour lecture. Prerequisite: BIOL 104, 331, and 332.

MRT 211. MEDICAL RECORD SCIENCE III (4). The study of vital and public health statistics; in-depth study of hospital statistics; sources, definitions, collection; reporting and presentation of health data. Computer programs for medical record departments; techniques for medical audit and research. Medical record systems for ancillary service departments. Two hours lecture, four hours laboratory. Prerequisite: MRT 112.

MRT 212. MEDICAL RECORD SCIENCE IV (4). The medical record as a legal document; confidential communication; consents and authorizations for release of medical information. Preparation of records for court and presenting the record in court. Principles and roles of the supervisor and staff in management of a medical record department; layout, work flow, and check points; use of machine transcription. Current developments in the medical record field. Two hours lecture, four hours laboratory. Prerequisite: MRT 211.

MUSIC COMPOSITION AND HISTORY (MUCH)

MUCH 221. MASTERPIECES OF MUSIC I (3). A discussion of the music of the most important composers of the Baroque period, with directed listening to selected works. Not open to music majors.

MUCH 222. MASTERPIECES OF MUSIC II (3). A discussion of the music of the most important composers of the Classical period, with directed listening to selected works. Not open to music majors.

MUCH 223. MASTERPIECES OF MUSIC III (3) A discussion of the music of the most important composers of the Romantic period with directed listening to selected works. Not open to music majors.

MUSIC EDUCATION (MUED)

MUED 156. BEGINNING PIANO FOR THE NON-MUSIC MAJOR I (2). Class piano course for beginning work in music reading, pop/jazz chords, keyboard technique, improvisation, and elementary piano literature. Not open to music majors or minors.

MUED 157. BEGINNING PIANO FOR THE NON-MUSIC MAJOR II (2). A continuation of MUED 156. Class piano course for beginning work in music reading, pop/jazz chords, keyboard technique, improvisation, and elementary piano literature. Not open to music majors or minors. Prerequisite: MUED 156 or equivalent.

MUSIC PERFORMANCE (MUSP)

MUSP 261. APPLIED PIANO (1, 2).

MUSP 279. UNIVERSITY CHORUS (1). Open to anyone possessing necessary musical ability who is interested in singing with large ensembles. The chorus makes appearances at school programs and other public affairs.

PHILOSOPHY (PHIL)

PHIL 100. EXPERIMENTS IN PHILOSOPHY (4). An examination of various topics in philosophy. Subject matter will be designated in the time schedule. Experiments in teaching and subject matter are encouraged. Restricted to freshmen and sophomores.

PHIL 101. INTRODUCTION TO PHILOSOPHY (4). A discussion of the principal problems of philosophy; the existence of God, mind-body, origin and validity of knowledge, and freedom and determinism. Restricted to a freshman or sophomore student.

PHIL 202. ETHICS (4). Inquiry into the meaning of good and evil and right and wrong in the context of contemporary moral issues. A senior may take this course only with the permission of the instructor.

PHIL 204. AESTHETICS (4). Nature and meaning of "beauty" or aesthetic value of art and nature, approached historically and applied to present-day experience.

PHIL 205. LOGIC (4). An analysis of logical thinking in terms of exploring the relationships between logic and language, and examining

different kinds of arguments and proof strategies, fallacies, and deductive relationships between statements. A student who has credit for PHIL 303 may not register for this course.

PHIL 207. PHILOSOPHY OF MAN AND SOCIETY (4). Concepts such as freedom, authority, law, the state, and so on are examined philosophically to determine the nature of "the individual" and "society" and the relationship that should exist between them. Topics include: violence, rights (legal and moral), punishment, alienation, justice, etc.

PHIL 230. THE LOGIC OF SCIENCE (4). A survey of contemporary views of the nature of science including logical positivism, Popper, and Kuhn. Topics include: the logic of theories, theory testing and nature of scientific concepts, induction, the growth of knowledge, and the relation of science and art.

PHIL 313. CONTEMPORARY PHILOSOPHY (4). Survey of Western philosophy since 1900, with emphasis on logical positivism, analysis, phenomenology existentialism, and major philosophers in each school.

PHIL 315. AMERICAN THOUGHT (4). A survey of philosophical thought in America with emphasis on the pragmatists (Peirce, James, Dewey), and including a treatment of some or all of the following: Natural Rights philosophy, transcendentalism, other major figures such as Royce, Santayana, Whitehead. No prerequisite.

PHIL 317. PHILOSOPHY OF RELIGION (4). An examination of the nature of religion and of such central religious concepts as those of gods and God; of faith, revelation, and religious belief; of evil and righteousness; and of the meaning of life. Readings from a variety of sources, largely contemporary. No prerequisite.

PHIL 333. PHILOSOPHY IN SCIENCE FICTION (4). Using science fiction as a point of departure, this course probes ethical problems such as the implications for man of the advancement of science and the relation of the individual to the state, and metaphysical problems such as distinguishing men from robots, the possibility of time travel. No prerequisite.

PHYSICS (PHYS)

PHYS 131. UNIVERSITY PHYSICS I (5). Measurement, differential, and integral calculus applied to kinematics in one, two, and three dimensions; vector notation and vector algebra; Newtonian mechanics; gravitation; statics,

conservation laws. Five lecture-recitations weekly. Prerequisite: working knowledge of trigonometry required; knowledge of calculus recommended.

PHYS 214. COLLEGE PHYSICS (5). Forces, energy and wave motion. Sound and geometrical optics. Four lecture-recitations and one 2-hour laboratory. Prerequisites: Knowledge of algebra and trigonometry.

PHYS 215. COLLEGE PHYSICS (5). Physical optics, electromagnetic radiation. Atomic and nuclear physics. Relativity. Four lecture-recitations, one 2-hour laboratory. Prerequisite: PHYS 214.

PHYS 216. COLLEGE PHYSICS (5). Electrical and basic electronics theory. Transistors and vacuum tubes, amplifiers and oscillators with selected applications. Four lecture-recitations, one 3-hour laboratory. Prerequisite: PHYS 215.

PHYS 232. UNIVERSITY PHYSICS II (5). Four lecture-recitations, one laboratory. Harmonic oscillations, wave motion, sound optics, thermodynamics. Prerequisite: PHYS 131. Corequisite: MATH 131.

PHYS 233. UNIVERSITY PHYSICS III (5). Four lecture-recitations, one laboratory. Electricity and magnetism. Prerequisite: PHYS 232. Corequisite: MATH 231.

PHYSICAL EDUCATION AND RECREATION (PER)

PER 425. WOMEN AND SPORT (4). Examination of historical, cultural, psychological, and physiological consideration of women's participation in sport.

POLITICAL SCIENCE (POLS)

POLS 101. INTRODUCTION TO POLITICS (4). Study of fundamental concepts and problems of politics. The enduring questions of politics are examined by analyzing contemporary political problems and by comparing a wide variety of modern political institutions in many different cultures. Restricted to freshmen and sophomores.

POLS 201. AMERICAN GOVERNMENT: PROCESSES AND STRUCTURE (4). Introductory study of constitutional basis and development, political processes (parties,

nominations and elections, interest groups, public opinion), and organization of the American governmental system.

POLS 290. INTRODUCTION TO POLITICAL INQUIRY (4). Concepts and theories used by political scientists in studying politics. Both traditional and behavioral political science are considered, and the focus of the course is on the way political scientists establish and evaluate concepts and theories used in studying politics. Required of all majors; should be taken before any 300-level course. Non-majors must receive permission of instructor to enter the course.

POLS 304. AMERICAN POLITICAL THOUGHT (4). American political thought as reflected in the colonial, Federalist, Civil War, and recent phases of American political life.

POLS 331. STATE GOVERNMENT (4). Federal-state relations; state constitutions; parties and elections in the states; and state legislative, executive, and judicial branches, with emphasis on Ohio.

POLS 332. LOCAL GOVERNMENT (4). Units of local government, state-local relations, municipal corporations and charters, forms of municipal government, county and metropolitan problems. Consideration of political and service functions of local government. Emphasis is on Ohio.

POLS 416. CONSTITUTIONAL LAW: POWERS AND RELATIONSHIPS (4). Supreme Court cases relating to U.S. governmental structure, powers, and relationships.

POPULAR CULTURE (POPC)

POPC 160. INTRODUCTION TO POPULAR CULTURE (4). Examination of the basic theories of, approaches to, and topics within the study of popular culture. Emphasis will be on several selected topics in popular culture and the use of various theories and approaches in the study of these topics.

POPC 250. INTRODUCTION TO POPULAR FILM (4). An introduction to popular film as a mass entertainment medium. A survey of topics such as Hollywood studios, popular film formulae, genres, and the relationships between popular films and the movie-going audience. Course will include the viewing of appropriate films.

POPC 260. POPULAR CULTURE AND THE MEDIA (4). Examination of the various types of

culture and media which affect our lives—their artistic and aesthetic accomplishments and failures, their obvious and subtle forces and influences.

POPC 421. INTRODUCTION TO FOLKLORE (4). Traditional British ballads and their American variants, historical legend, folk tales, folk medicine, children's lore, the supernatural, superstition, written literature, and scholarly collections of folklore. Not open to a student with credit for L&EM 421. Prerequisite: sophomore standing in one's college.

POPC 424. TOPICS IN FOLKLORE (4). In-depth study of a single topic in folklore studies. May be repeated once if the topics are clearly different. Prerequisite: POPC 421 or permission of instructor.

PSYCHOLOGY (PSYC)

PSYC 201. GENERAL PSYCHOLOGY (5). A broad introductory course which is a prerequisite to all courses in the department. Considerations of the scientific approach to the study of behavior, with applications to personal and social behavior. A student is expected to participate in departmental research. Open to a freshman psychology major.

PSYC 303. DEVELOPMENTAL PSYCHOLOGY (3). An introduction to the major concepts, theories, and principles of developmental psychology. Coverage is from conception until 5-6 years of age. Prerequisite: PSYC 201.

PSYC 305. PSYCHOLOGY OF PERSONALITY ADJUSTMENT (3). Problems of personal adjustment. Related problems of theory and measurement of personality. Prerequisite: PSYC 201.

PSYC 306. THE PSYCHOLOGY OF WOMEN (4). Psychological characteristics of women, including personality, adjustment, identity formation, intellectual processes, and sexuality. *Examination of theories and data on female development.

PSYC 307. THE PSYCHOLOGY OF HUMAN SEXUALITY (4). A survey of the psychology of human sexuality. Sexual physiology, psycho-social aspects of sexual behavior, sexual dysfunction and therapy, comparative sexual behavior.

PSYC 311. SOCIAL PSYCHOLOGY (3). Introduction to social behavior covering theoretical issues and recent empirical findings in the following areas: social influence and conformity processes; the nature, measurement, and acquisition of attitudes; attitude change;

social perception; group processes; sexual behavior; and environmental influences on social behavior. Prerequisite: Psychology 201 or Sociology 101.

PSYC 352. WORK, EFFORT, AND SATISFACTION (3). The influence upon and interactions with performance at work of motivation (as formulated by current theories), job satisfaction, individual difference, and task and situational factors will be examined. Emphasis will be placed upon the evaluation of effort, attitudes, and change. Prerequisite: PSYC 201.

PSYC 405. PSYCHOLOGY OF ABNORMAL BEHAVIOR (5). Consideration of data and concepts used by psychologists in understanding, labeling, and modifying behavior which deviates from social expectations. Prerequisite: PSYC 201.

PSYC 452. PERSONNEL SELECTION (4). Methods of selection and assessment for hiring, promotions, etc., in industrial and other organizations will be examined with emphasis on compliance with fair employment practices and equal employment opportunity regulations. Prerequisite: PSYC 201.

QUANTITATIVE ANALYSIS AND CONTROL

ACCOUNTING (ACCT)

ACCT 221. INTRODUCTION TO ACCOUNTING I (4). The accounting methodology for accumulation of business data and reporting of economic activities with emphasis on the financial accounting system. Prerequisite: completion of mathematics requirements, or concurrent registration in MATH 125 or 231, or consent of instructor.

ACCT 222. INTRODUCTION TO ACCOUNTING II (4). The continuation of ACCT 221 with emphasis on special problems of accounting valuation. Interpretation and use of accounting reports in making economic decisions. Prerequisite: ACCT 221.

INFORMATION SYSTEMS (INFO)

INFO 160. INTRODUCTION TO COMPUTERS (4). An introductory course in data processing principles, including logical analysis, computer programming, the nature of the computer, and the nature of the computer environment in business. Language used is PL/1. Prerequisite: 12 quarter hours of college credit.

INFO 260. ADVANCED ELECTRONIC DATA PROCESSING: LANGUAGES AND PROBLEMS (4). A review and extension of the PL/1 language and the introduction of a second language. Selected problems applying the computer to various functional areas of business. Prerequisite: INFO 160.

INFO 475. ROLE OF COMPUTER IN HEALTH CARE (4). A comprehensive coverage of uses of computers in health care—hospital information and cost systems, medical records, nutrient accounting, clinical and diagnostic handling. Prerequisite: introductory computer course or consent of instructor.

STATISTICS (STAT)

STAT 111. ELEMENTARY STATISTICAL METHODS I (4). Elementary probability, random variables, probability distributions and decision theory. Prerequisite: MATH 125 or 231, or, preferably, concurrent registration in MATH 125 or 231; non-business students without mathematics prerequisite with consent of instructor.

STAT 212. ELEMENTARY STATISTICAL METHODS II (4). Sampling distributions, estimation, hypothesis testing, regression and correlation. Prerequisite: STAT 111.

ROMANCE LANGUAGES

Generally, one year of high school study of a language is equivalent to one quarter of college study. Credit toward graduation is not allowed for 101, 102, 103, 201, 202, when the equivalent credit has been accepted from high school as part of the admission credits except that a student is allowed to duplicate one unit of high school study with University credit.

FRENCH (FREN)

FREN 101. ELEMENTARY FRENCH (4). Beginning oral-aural study of the language, with attention to grammar. Four class periods and scheduled oral practice each week.

FREN 102. ELEMENTARY FRENCH (4). FREN 101 continued. Four class periods and scheduled oral practice each week. Prerequisite: FREN 101, or one year of French in high school, or equivalent.

FREN 103. ELEMENTARY FRENCH (4). FREN 102 continued. Four class periods and scheduled oral practice each week. Prerequisite:

FREN 102, or one and one-half years of French in high school, or placement.

FREN 201. INTERMEDIATE FRENCH (4). Four class periods and laboratory. Prerequisite: FREN 103, or two years of French in high school, or equivalent.

FREN 202. INTERMEDIATE FRENCH (4). FREN 201 continued. Four class periods and scheduled oral practice each week. Prerequisite: FREN 201, or three years of French in high school, or equivalent.

SPANISH (SPAN)

SPAN 101. ELEMENTARY SPANISH (4). Beginning oral-aural study of the language with attention to grammar. Four class periods and scheduled oral practice each week.

SPAN 102. ELEMENTARY SPANISH (4). SPAN 101 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 101 or one year of Spanish in high school or equivalent.

SPAN 103. ELEMENTARY SPANISH (4). SPAN 102 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 102, one and one-half years of Spanish in high school or placement.

SPAN 201. INTERMEDIATE SPANISH (4). Four class periods and laboratory. Prerequisite: SPAN 103 or two years of Spanish in high school or equivalent.

SPAN 202. INTERMEDIATE SPANISH (4). SPAN 201 continued. Four class periods and scheduled oral practice each week. Prerequisite: SPAN 201 or three years of Spanish in high school or equivalent.

SOCIAL WORK (SOWK)

SOWK 110. SURVEY OF SOCIAL SERVICES (4). Survey of social welfare programs; descriptions of the functions of social workers within these programs.

SOWK 220. INTRODUCTION TO SOCIAL WORK (4). Basic concepts, knowledge base, and methods in social work. Prerequisite: SOWK 110.

SOCIOLOGY (SOC)

SOC 101. PRINCIPLES OF SOCIOLOGY (4). Elements and concepts of social organization, social change, and group relationships.

SOC 202. SOCIAL PROBLEMS (4). Sociological analysis of contemporary social problems. Prerequisite: SOC 101.

SOC 210. SOCIOLOGY OF RELIGION. (3). Analysis of the role of religion in society; the influence of religion upon society and, in turn, the effects of social structure on religious beliefs. Prerequisite: SOC 101.

SOC 231. CULTURAL ANTHROPOLOGY (4). Basic concepts and objectives in the study of culture. A survey of the range of cultural phenomena and approaches to their study.

SOC 301. SOCIAL PSYCHOLOGY (4). An interdisciplinary approach to the study of social behavior. Special emphasis is given to the process of interaction and interpersonal influence. Prerequisite: SOC 101, PSYC 201.

SOC 316. MINORITY GROUPS (4). Study of the problem and adjustment of minority groups in American society and the conditions that favor and hinder the acceptance of such minorities as integral elements in the national population. Prerequisite: SOC 101.

SOC 361. THE FAMILY (4). An examination of traditional and contemporary family types with special consideration of current similarities and differences of family organization in various cultural environments. Prerequisite: SOC 101.

SOC 417. SOCIOLOGY OF SPORT (4). Utilization of sociological concepts and theories to investigate sport as a social institution and its relationship to other social institutions; organizational theory and small group research applied to sport; social psychological aspects of sports. Prerequisite: SOC 101.

SOC 418. SOCIAL CHANGE (4). Processes of social change and the rational direction of society. Prerequisite: SOC 101.

SOC 441. CRIMINOLOGY (4). The nature, causes, treatment, and prevention of crime. Prerequisite: SOC 101.

SPEECH COMMUNICATION (SPCH)

SPCH 102. PRINCIPLES OF SPEECH COMMUNICATION (4). Basic principles of interpersonal, small-group, and public communication and the field of speech communication, with attention to individual needs.

SPCH 201. ARTS AND SCIENCES OF SPEECH COMMUNICATION (3). Designed to provide an understanding and insight of the field of speech as a whole. Attention is directed toward basic issues faced by each of the areas of speech communication and their interrelationships. Prerequisite: SPCH 102. Alternate years with IPCO 205.

COMMUNICATION DISORDERS (CDIS)

CDIS 223. INTRODUCTION TO SPEECH AND HEARING PROBLEMS (4). Language and speech development and various types of speech and hearing abnormalities.

INTERPERSONAL AND PUBLIC COMMUNICATION (IPCO)

IPCO 203. SMALL GROUP COMMUNICATION (4). A study of social interaction in small groups with primary emphasis on problem solving processes.

IPCO 204. ARGUMENTATION: INQUIRY AND ADVOCACY (4). Basic principles of argumentation, with emphasis on analysis, evidence, reasoning, and refutation.

IPCO 205. PUBLIC SPEAKING (4). Principles of public speaking and speech composition in professional, business, and educational settings, with attention to the use of audio-visual materials. Prerequisite: SPCH 102. Alternate years with SPCH 201.

IPCO 303. PERSUASIVE COMMUNICATION (4). Theories and concepts of persuasive communication, including attitude change, audience analysis, and strategies of persuasion.

IPCO 306. INTERPERSONAL COMMUNICATION (4). The study of purposive two-party communication with emphasis on reduction of defensive climates as a means of facilitating effective communication. Included are practical experiences in information seeking, persuasive, and personal interviews.

RADIO-TELEVISION-FILM (RTVF)

RTVF 260. RADIO AND TELEVISION BROADCASTING (4). The growth and development of radio and television industries and their place in society.

RTVF 262. INTRODUCTION TO BROADCAST ANNOUNCING (4). Broadcast announcing styles and basic principles and practices of announcing including articulation, vocabulary, and pronunciation.

THEATRE (THEA)

THEA 141. THE THEATRE EXPERIENCE (4). The art of the theatre; its heritage and contemporary values as a humanistic discipline; its importance as a cultural experience; an opportunity for some involvement in the theatre experience. For non-majors only.

THEA 146. DRAMATIC PRODUCTION (1-4). A laboratory course for the student who participates as performer or technician in University Theatre productions. May be repeated to a total of 4 hours. Prerequisite: consent of theatre department. One or two credits per quarter.

THEA 202. ORAL INTERPRETATION (4). Logical and aesthetic meaning in drama, prose, and poetry for oral performance; selection of materials for programs; and vocal and physical techniques of performance.

THEA 241. PRINCIPLES OF ACTING (3). Basic acting techniques with emphasis on stage movement and speech and principles of imaginative, emotional, and sensory responsiveness. Three two-hour meetings per week. Alternate years with THEA 243.

THEA 243. STAGECRAFT (4). Theories and techniques of designing, building and painting stage settings; organization and operation of production crews. Laboratory hours to be arranged. Alternate years with THEA 241.

THEA 346. DRAMATIC PRODUCTION (1-4). Same as THEA 146 except designed for juniors and seniors. May be repeated to a total of 4 hours. Prerequisite: consent of theatre department. One or two credits per quarter.

Academic Abbreviations

A&S

Arts and Sciences

ACCT

Accounting

ACT

American College Test

AERO

Aerospace Studies

AMS

Applied Mathematics and Science

AMST

American Studies

ART

Art

ASTR

Astronomy

BA

Business Administration

BAT

Business Management Technology

BEOG

Basic Educational Opportunity Grant

BIOL

Biological Sciences

BUSE

Business Education

C&TE

Career and Technology Education

CDIS

Communication Disorder

CEEB

College Entrance Examination Board

CHEM

Chemistry

CLEP

College Level Examination Program

CRJU

Criminal Justice

CPP

Career Planning Profile

CS

Computer Science

CSP

College Student Personnel

CST

Computer Science Technology

ECON

Economics

EDAS

Educational Administration and Supervision

EDCI

Education Curriculum and Instruction

EDCO

College of Education

EDFI

Educational Foundations and Inquiry

EDSE

Special Education

ENG

English

ENVS

Environmental Studies

ENVT

Environmental Health

EXPR

Experimental Studies

FIN

Finance

FIRE

Firelands

FREN

French

GBA

Graduate Business Administration

GEOG

Geography

GEOL

Geology

GERM

German

GERO

Gerontology

GPA

Grade Point Average

HCS

Health and Community Services

HIST

History

HOEC

Home Economics

HPE

Health and Physical Education

IE&T

Industrial Education and Technology

INFO

Information Systems

INS

Insurance

IPCO

Interpersonal and Public Communication

ITAL

Italian

JOUR

Journalism

L&EM

Library and Educational Media

LAT

Latin

LEGS

Legal Studies

LING

Linguistics

MATH

Mathematics

MEDT

Medical Technology

MGMT

Management

MILS

Military Science

MKT

Marketing

MRT

Medical Record Technology

MUCH

Music Composition and History

MUED

Music Education

MUGS

Music Graduate Study

MUS

College of Musical Arts

MUSP

Music Performance Studies

NDSL

National Direct Student Loan

NURS

Nursing

OIG

Ohio Instructional Grant

OPRE

Operations Research

ORGD

Organizational Development

PE

Physical Education

PER

Physical Education and Recreation

PHIL

Philosophy

PHYS

Physics

POLS

Political Science

POPC

Popular Culture

PSYC

Psychology

REHB

Rehabilitation Counseling

ROML

Romance Languages

RTVF

Radio-TV-Film

RUSN

Russian

SEOG

Supplemental Educational Opportunity Grant

SOC

Sociology

SOWK

Social Work

SPAN

Spanish

SPCH

Speech

STAT

Statistics

THEA

Theatre

UD

University Division

ACADEMIC CALENDAR

FALL QUARTER, 1977

September 1, Thursday
September 7, Wednesday
September 7-12
September 10, Saturday
September 13-20
September 14, Wednesday
September 20, Tuesday
September 21, Wednesday
September 23, Friday
September 28, Wednesday
September 30, Friday
October 5, Wednesday
October 7, Friday
October 10, Monday
October 12, Wednesday
October 14, Friday
October 31, Monday
November 2, Wednesday
November 14, Monday
November 23, Wednesday
November 28, Monday
November 28-December 30
December 1, Thursday
December 3, Saturday
December 5, Monday
December 8, Thursday
December 10, Saturday
December 28, Wednesday

Deadline for fall quarter BY MAIL application for admission
New student orientation 8 a.m.-3 p.m.
New student registration
Career Planning Profile (CPP) and CLEP General Examination at noon
Open registration for fall quarter
Deadline for fall quarter IN PERSON application for admission
Deadline for fall quarter fee payments without penalty
Classes begin at 8 a.m.
90 percent refund of fees ends
Last day to add a class
80 percent refund of fees ends
Last day to drop a class with a "W"
60 percent refund of fees ends
Application deadline for winter quarter graduation
Last day to change to "S"/"U"
40 percent refund of fees ends
Pre-registration for winter quarter begins
Last day to drop a class with a "WP"
Pre-registration for winter quarter ends
Thanksgiving recess begins 8 a.m.
Classes resume at 8 a.m.
Open registration for winter quarter
Deadline for winter quarter BY MAIL application for admission
Career Planning Profile (CPP) and CLEP General Examination at noon
Examinations begin at 8 a.m.
Fall quarter ends
Commencement
Deadline for winter quarter IN PERSON application for admission

WINTER QUARTER, 1978

January 2, Monday
January 3, Tuesday
January 6, Friday
January 10, Tuesday
January 13, Friday
January 20, Friday
January 24, Tuesday
January 27, Friday

January 30-February 10
February 14, Tuesday
February 27-March 27
March 1, Wednesday
March 4, Saturday
March 14, Tuesday
March 17, Friday
March 18, Saturday
March 22, Wednesday

Deadline for winter quarter fee payments without penalty
Classes begin at 8 a.m.
90 percent refund of fees ends
Last day to add a class
80 percent refund of fees ends
60 percent refund of fees ends
Last day to change to "S"/"U"
40 percent refund of fees ends
Last day to drop a class with a "W"
Pre-registration for spring quarter
Last day to drop a class with a "WP"
Open registration for spring quarter
Deadline for spring quarter BY MAIL application for admission
Career Planning Profile (CPP) and CLEP General Examination at noon
Examinations begin at 8 a.m.
Winter quarter ends
Commencement
Deadline for spring quarter IN PERSON application for admission

SPRING QUARTER, 1978

March 27, Monday
March 28, Tuesday
March 31, Friday
April 4, Tuesday
April 7, Friday
April 11, Tuesday
April 14, Friday
April 18, Tuesday
April 21, Friday

Deadline for spring quarter fee payments without penalty
Classes begin at 8 a.m.
90 percent refund of fees ends
Last day to add a class
80 percent refund of fees ends
Last day to drop a class with a "W"
60 percent refund of fees ends
Last day to change to "S"/"U"
40 percent refund of fees ends

May 9, Tuesday
May 15, Monday

May 26, Friday
June 6, Tuesday
June 9, Friday
June 10, Saturday

Last day to drop a class with a "WP"
Continuing student pre-registration for fall quarter, 1978 and
summer open registration begin
Continuing student pre-registration for fall quarter ends
Examinations begin at 8 a.m.
Spring quarter ends
Commencement
Career Planning Profile (CPP) and CLEP General Examination at noon

SUMMER SESSION, 1978

June 12, Monday
June 16, Friday
June 19, Monday
July 4, Tuesday
July 21, Friday

July 24, Monday
August 25, Friday
August 26, Saturday

Workshops and intensive courses begin
Deadline for first term and summer quarter fee payments without penalty
Classes begin at 8 a.m.
Holiday, no classes
First term summer ends
Deadline for second term fee payments without penalty
Second term begins 8 a.m.
Summer quarter ends
Commencement

FIRELANDS CAMPUS FACULTY

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Ronald R. Olsen, Ph.D., Associate Professor of
Chemistry and Natural and Social Sciences,
and Chair of Department of Natural and Social
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Thomas G. DeCola, Ph.D., Associate Professor of
History and Natural and Social Sciences
Thomas P. Dence, Ph.D., Assistant Professor of
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Kay Hamod, Ph.D., Assistant Professor of
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Kenneth R. Hille, Ph.D., Associate Professor of
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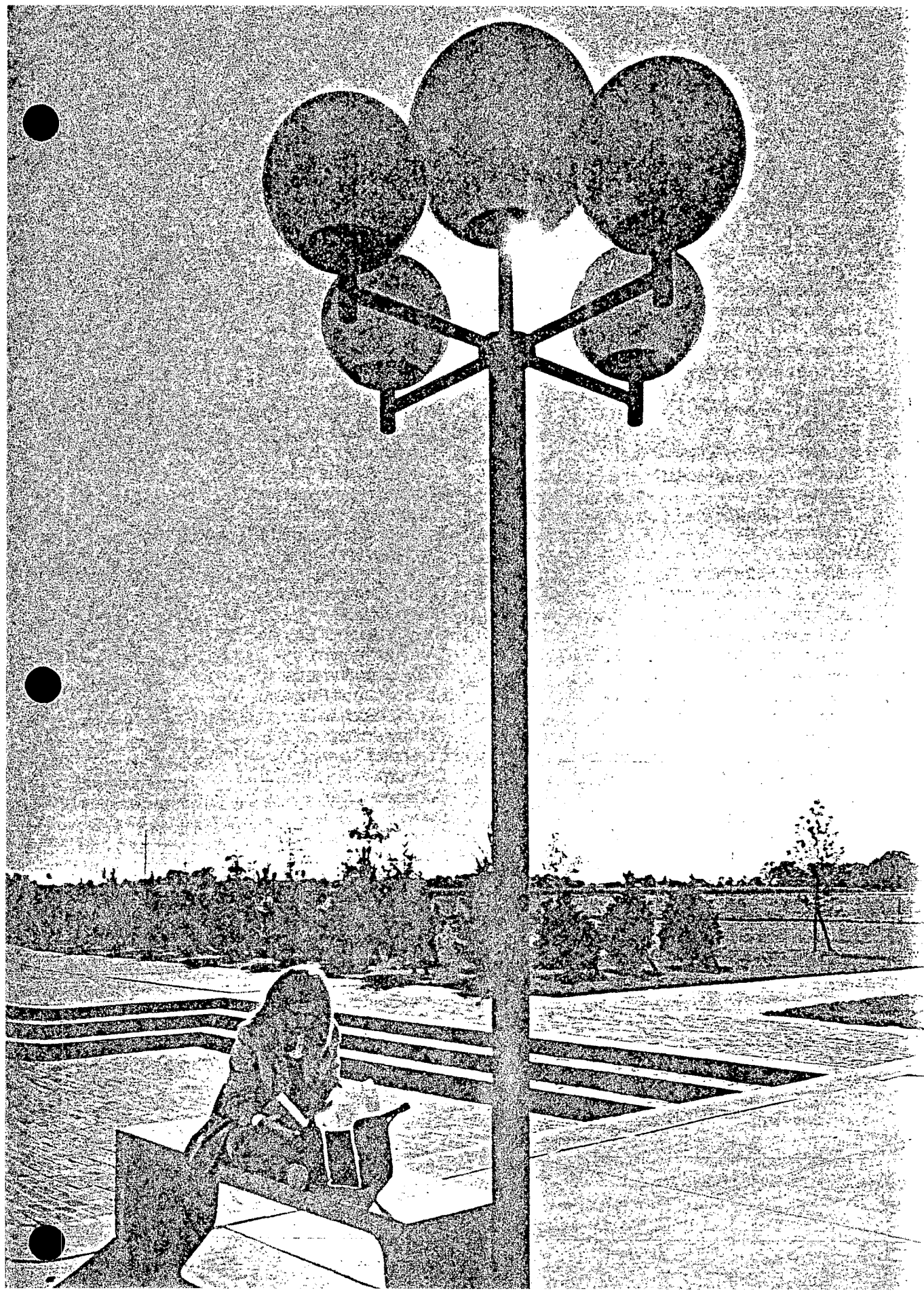
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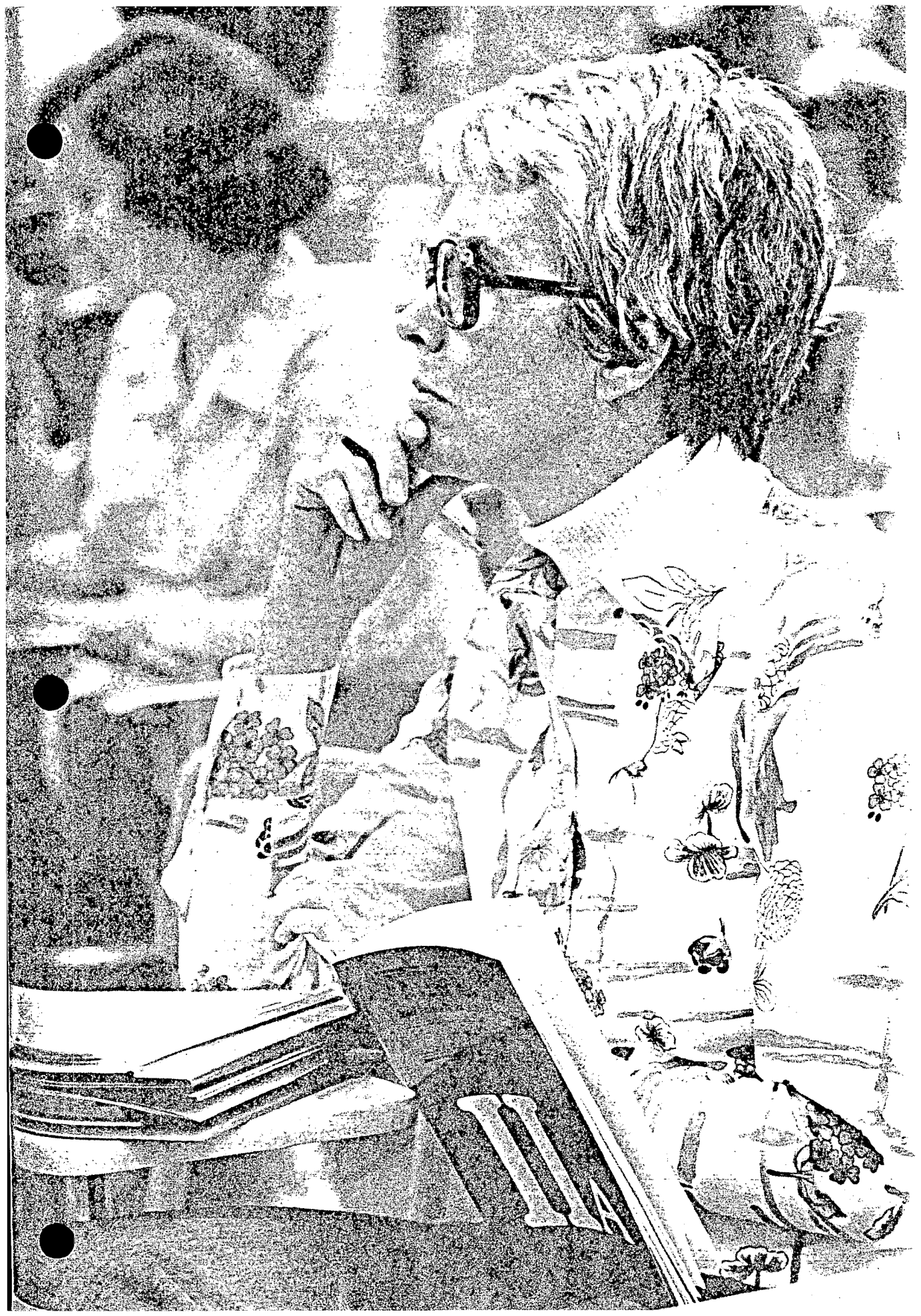
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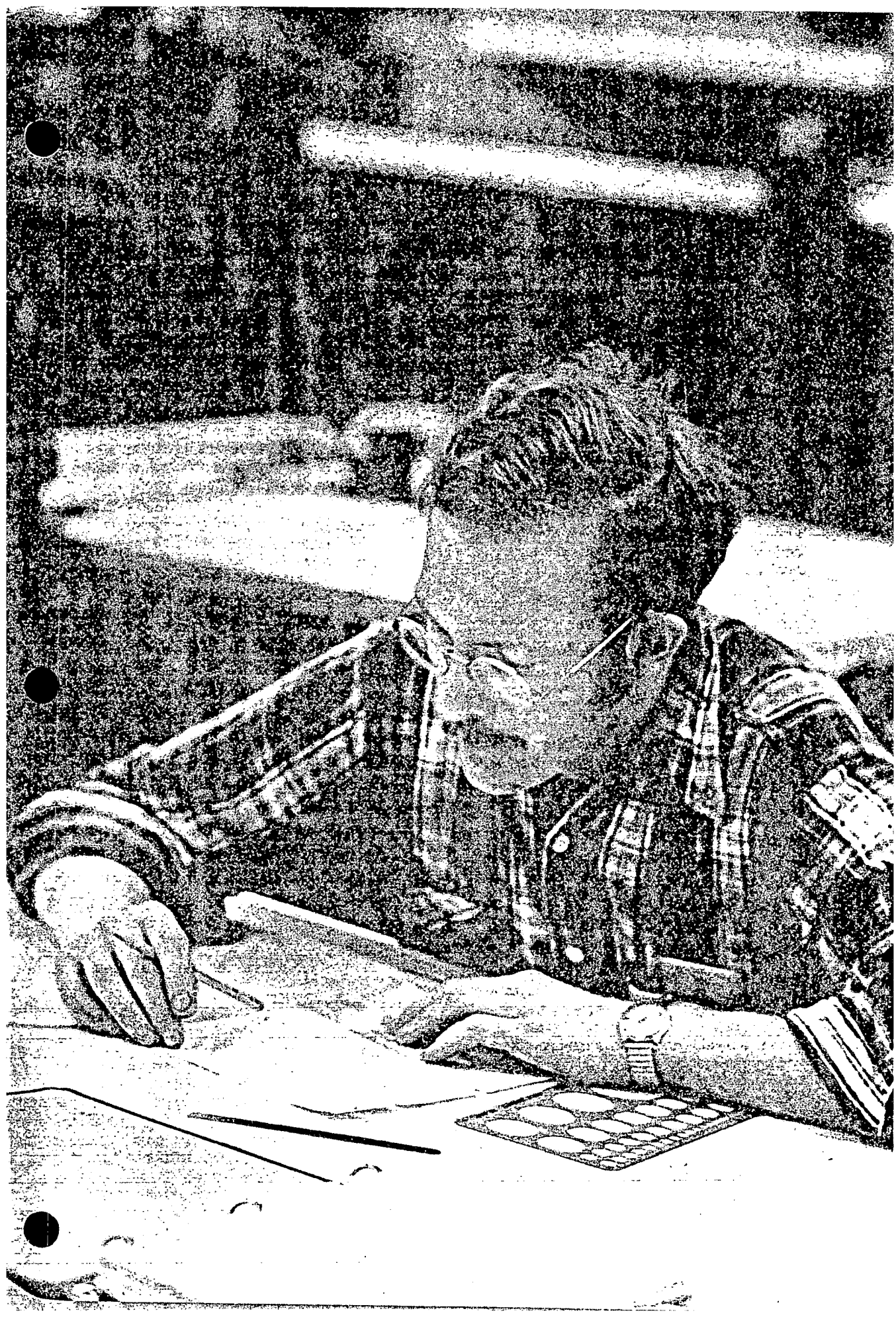
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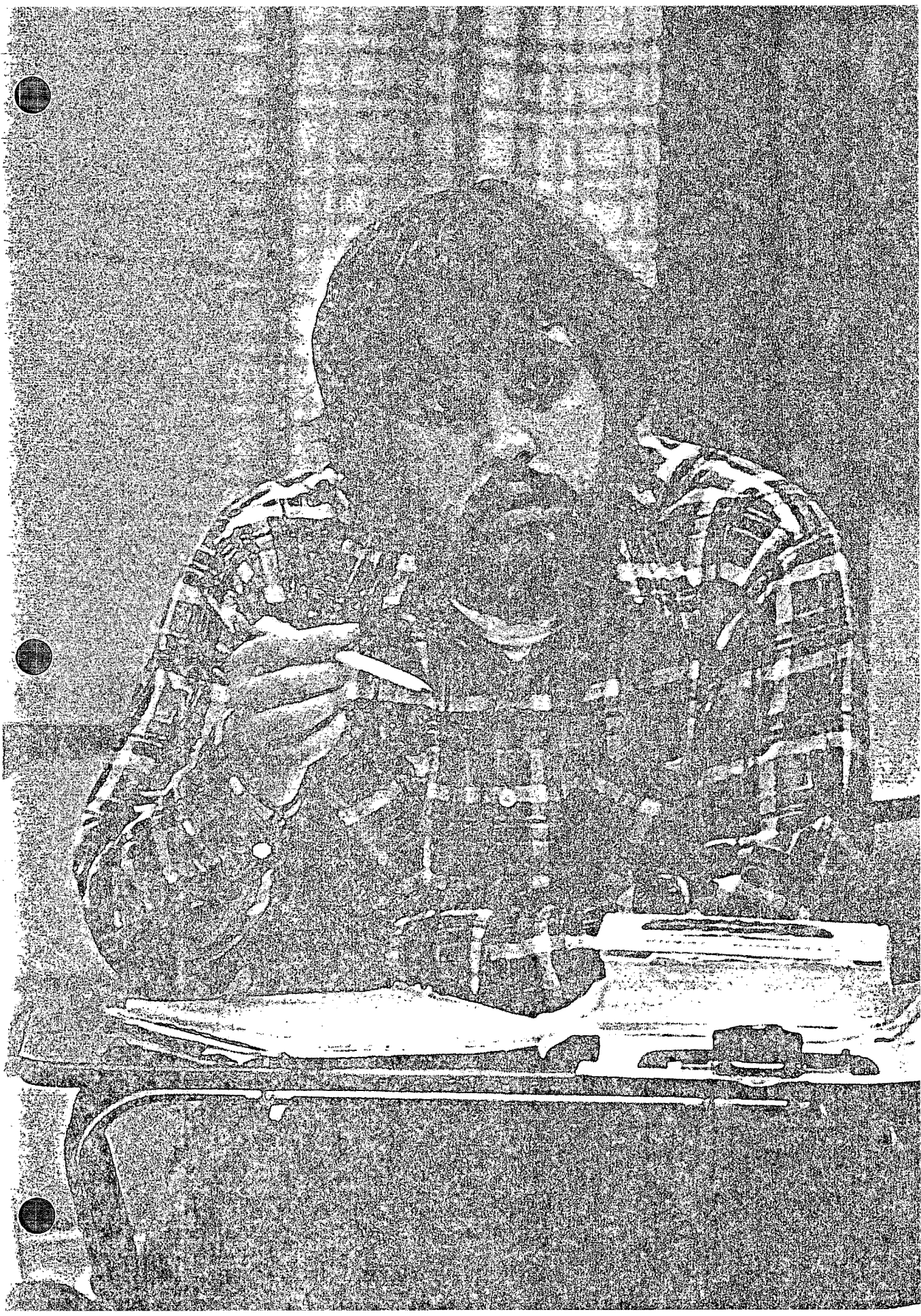
















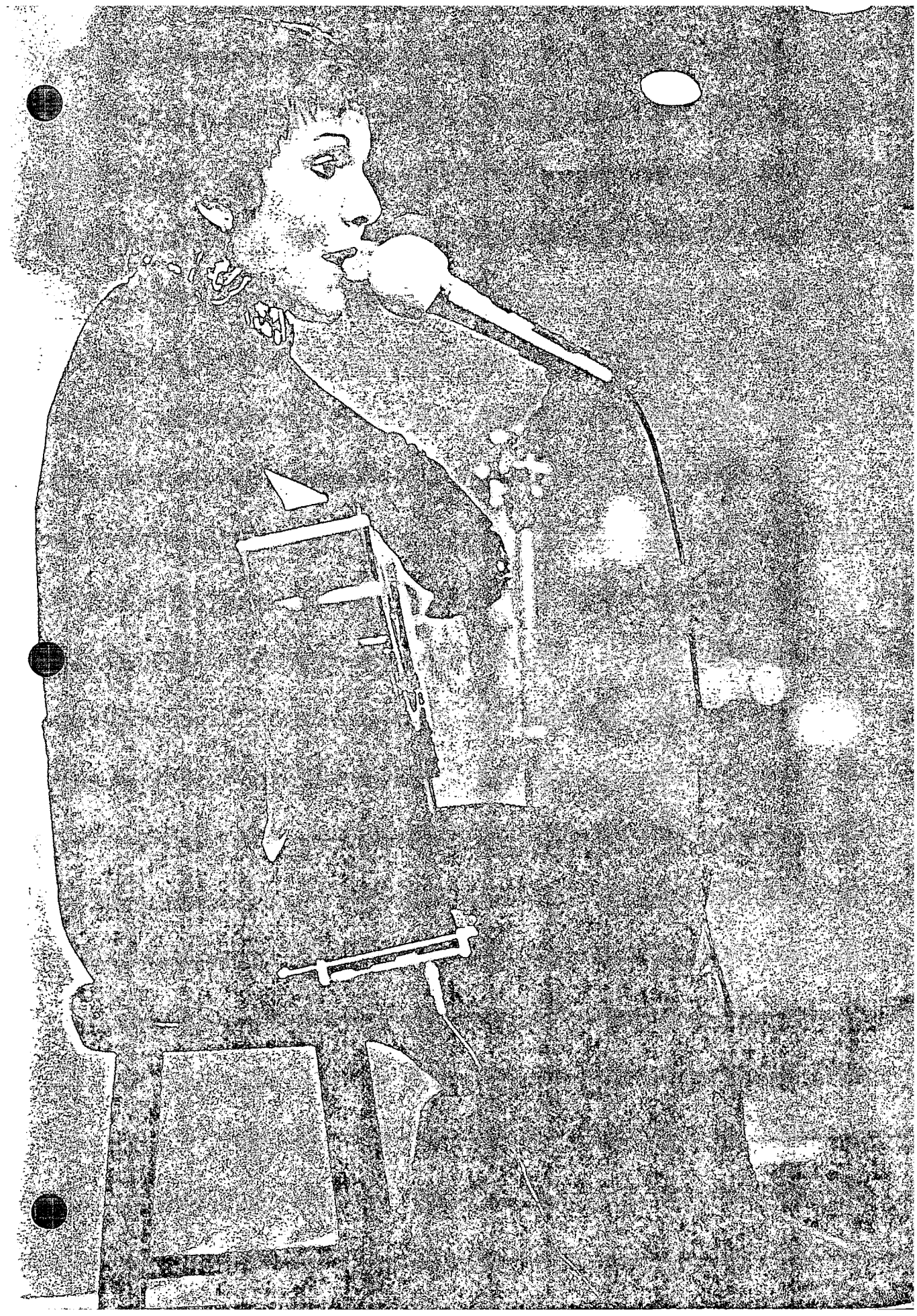
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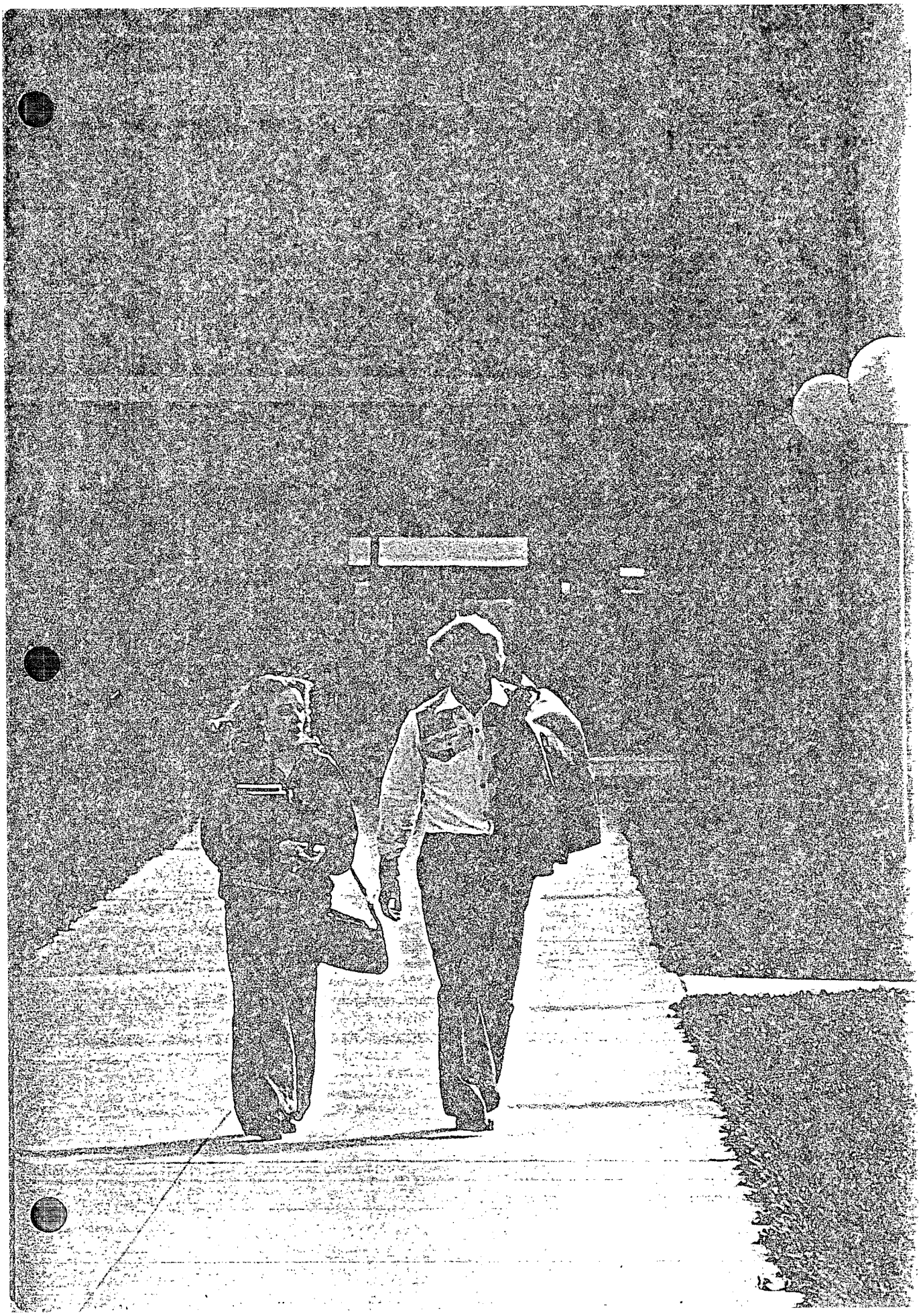
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